Rules for waiver of course prerequisites

It is our departmental policy that all students must meet the prerequisite and corequisite requirements before enrolling in engineering courses. The policy is that a grade of “C” or better must be earned in all the prerequisites in order to enroll in engineering classes. Exceptions may be made on rare occasions if the student can provide evidence of comparable or equivalent prerequisite knowledge. The following rules, approved by the faculty in the department, can be used in the determination of whether a prerequisite waiver is justifiable or not.

1. Under NO circumstances will a student be allowed in a class without having previously completed all the prerequisite courses or if the student has earned a grade of “F” in one or more of these prerequisites.
2. If a student has completed a prerequisite course with a grade of “D” and will be repeating the prerequisite concurrently with the course, a waiver may be granted.
3. In some cases, the prerequisite is only offered once a year and may not be offered concurrently with the course. If the student earned a grade of “D”, a waiver may be considered only if the student can demonstrate that not taking the course would delay graduation by two semesters or more. The student would also commit to repeating the prerequisite the following semester. The “Prerequisite/Corequisite Waiver” form must include a detailed memo for the justification as an addendum. Note that if a student has obtained a grade of “F” in a prerequisite, this is the same as not having that prerequisite, and a waiver cannot be granted.
4. In all cases, a “Prerequisite Waiver” form must be properly completed by the student, including a clearly stated justification for the request. The form will state that the student understands the risk associated with such action, and relieves the instructor of having to provide remedial instruction to compensate for lack of preparation on the part of the student. The student also commits to repeating the prerequisite concurrently or, if the prerequisite in not offered (case 3 above), to repeating the prerequisite the following semester. This form must be approved by the student’s advisor, the instructor of the class and the department chair. The original of the form must be kept in the student’s file, with copies distributed to the instructor and advisor.
5. In certain cases, a student may have taken, or may be taking, the equivalent of one or more prerequisites at another institution and official transcripts are not yet available at NAU. In these cases, a student may be allowed to enroll for the class pending the verification of having taken the prerequisites. In order to continue in the class, the student must provide proof of completion of these prerequisites with grades of “C” or better by the last day to drop with a "W", as set by the university, otherwise the student will be dropped administratively from the class, and a “W” will appear on his/her transcript.
6. Regardless of prerequisite waivers, all students must complete all courses that are prerequisites to other engineering courses with grades of "C" or better, as stated in the general catalog, in order to be able to graduate.

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