

WAIVER OF PRE-REQUISITE

Courses approved by the University Council as prerequisites to other courses may not be waived.

However, in meritorious cases, a student who has previously enrolled and fully attended in a course that is prerequisite to another may be allowed to enroll and attend the latter course for credit, without having passed or earned credit for the prerequisite course.

No permission shall be granted except upon application by the student. The application shall be accompanied by a certification from the student's instructor in the prerequisite course that the student had fully attended said course. The application, furthermore, shall be accompanied by a certification from the Director of the Office of Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him.

Each college shall be authorized to grant the permission, and shall act through a Dean's committee which shall determine the merit of the application, said committee to include the college secretary.

The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

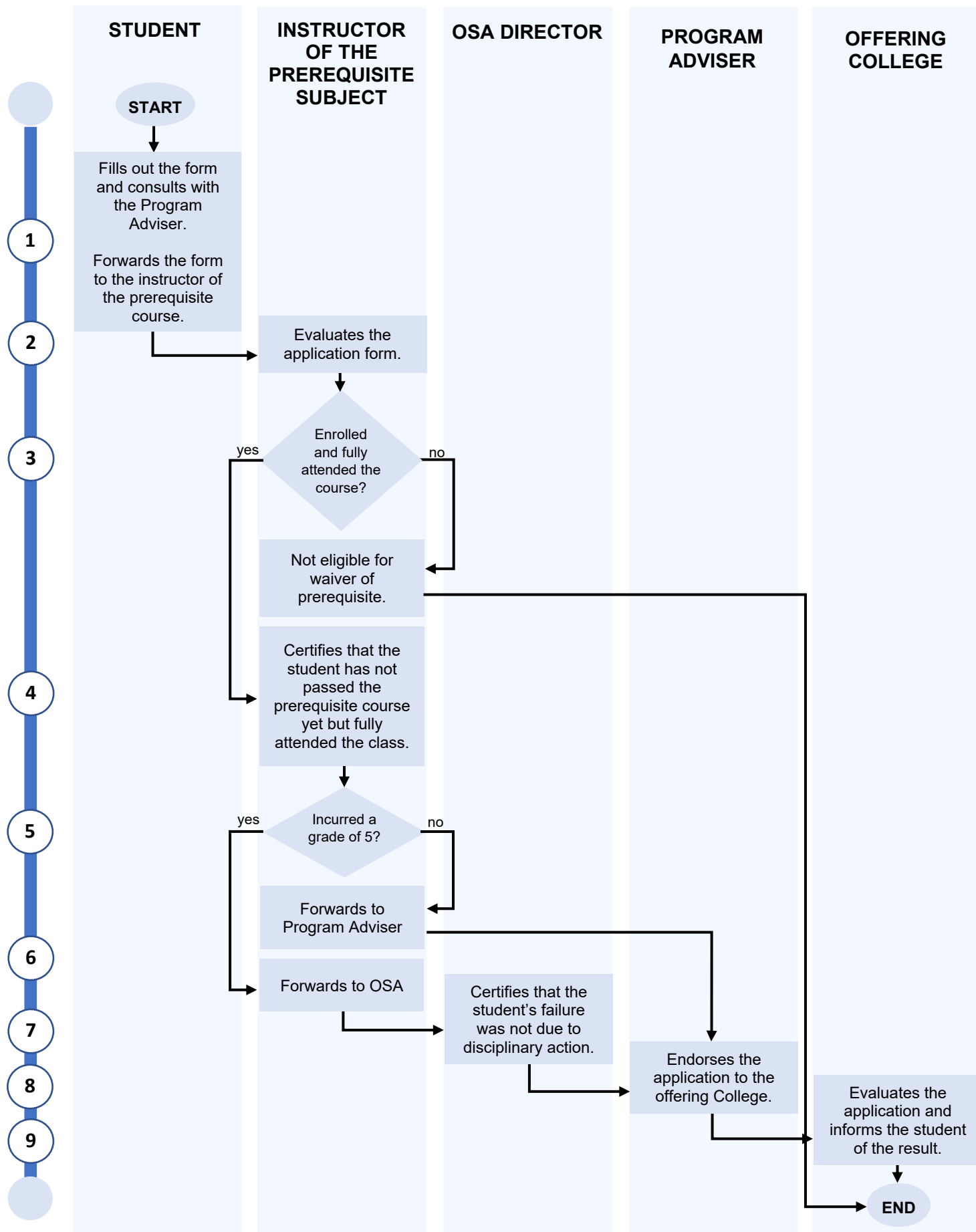
The permission which may be granted under these rules does not apply to courses in the General Education Program. [As originally adopted at the 745th BOR meeting, 21 April 1966]

NOTES:

- 1. In the waiver of prerequisite form, if the student is given a grade of 4, that means that the student has fully attended the course. Therefore, instructor need not sign a certification that the student has fully attended the class.*
- 2. Students who were given a grade of 5 need to seek his/her instructor's signature on the certification that he/she has fully attended the class.*
- 3. The application for waiver of prerequisites is allowed only once for the same subject.*
- 4. The faculty of the prerequisite course may refuse to sign the waiver based on his academic assessment of the student and instead advise him/her to re-take and pass the prerequisite course*



Waiver of Prerequisite





UNIVERSITY OF THE PHILIPPINES VISAYAS



APPLICATION FOR WAIVER OF PREREQUISITE

_____ Semester/Term, AY _____ - _____

Name: _____ Student Number: _____

Degree Program: _____ Date of application: _____

I would like to request permission to enroll the subject indicated below even without passing the prerequisite course.

Subject to be enrolled		Prerequisite	
Course code & number	Units	Course code & number	Units

Signature of Student

(Follow the numeric sequence)

CERTIFICATIONS

1-A. From the Instructor/s

This is to certify that the student has not passed the prerequisite course(s) although he/she has previously enrolled and fully attended the course(s).

Prerequisite(s)	Semester & Academic Year Incurred	Final Grade*	Remarks**	Name of Instructor	Signature

Note: * Grade of 5.0 must not be due to excessive absences and disciplinary and disciplinary action
 ** Remarks must be filled-in for evaluation purposes

1-B. From OSA Director (Applicable only if prerequisite grade is 5.0)

This is to certify that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her (745th BOR Meeting, 21 April 1966, UPD Faculty Manual Section 11.7.4, Par. 2, Page 189).

Name and signature of OSA Director

2. Endorsed

Name and signature of Registration Adviser

Date

ACTION OF THE COLLEGE ADMINISTERING THE COURSE

The student who is granted permission under these rules is required to enroll the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester (745th BOR Meeting, 21 April 1966, UPD Faculty Manual Section 11.7.4, Par. 4, Page 189).

3. Recommending Approval/Disapproval

Waiver of Prerequisite Committee:

Signature

Date

4. APPROVED/DISAPPROVED:

Name and signature of Dean

Date

_____	_____
_____	_____
_____	_____