

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.

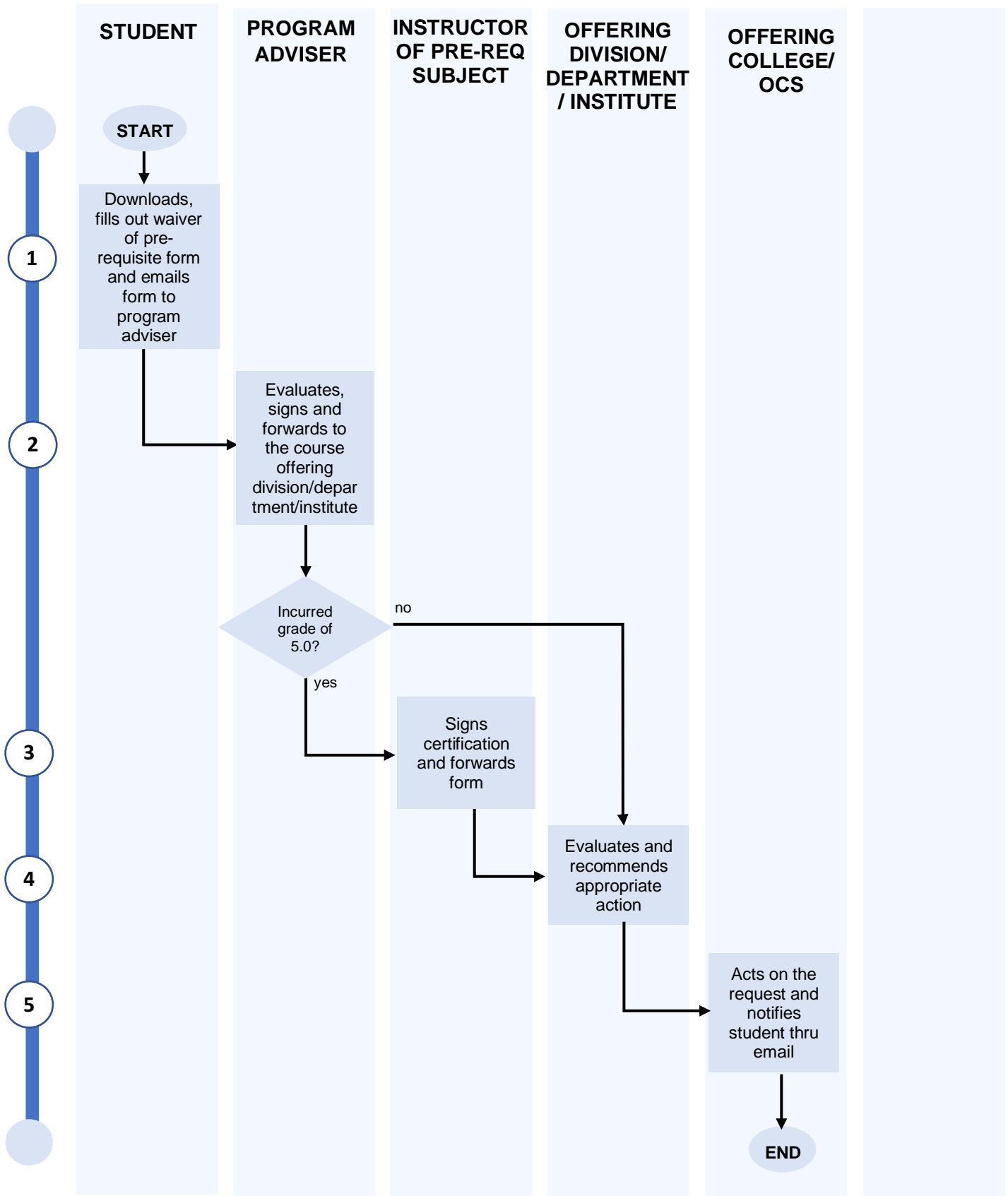
The permission which may be granted under these rules does not apply to courses in the General Education Program. [As originally adopted at the 745th BOR meeting, 21 April 1966]

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





WAIVER OF PRE-REQUISITE

Date: _____

THE DEAN
College/School of _____
University of the Philippines Visayas

Sir/Madam:

I would like to request permission to waive _____ as a pre-requisite of _____ for the following reasons:

Three horizontal lines for writing reasons.

Respectfully yours,

Signature over Printed Name

Student number, Degree Program, Year Level, Email, Contact No. fields.

Evaluated by:

PROGRAM ADVISER and Date fields.

Remarks:

Two horizontal lines for writing remarks.

Recommendation:

APPROVED / DISAPPROVED:

Faculty of the Course to be enrolled in, Remarks, Date fields.

Recommendation:

APPROVED / DISAPPROVED:

Department/Institute Chair, Remarks, Date fields.

Action:

APPROVED / DISAPPROVED:

Dean, Remarks, Date fields.

Date

CERTIFICATION

This is to certify that _____ was enrolled in my class in _____ during the _____ semester/ AY _____ and attended the class during the entire semester.

Faculty