



Waiving Courses and Prerequisites

Computer & Information Sciences
Indiana University South Bend

Questions?
574.520.5521 or info@cs.iusb.edu

When a student requests to waive a course or enroll in a course for which he/she lacks the stated prerequisite(s), the student will be required to complete and submit this form explaining in detail why the request should be granted. Students should provide appropriate documentation. The Department Chair will handle evaluation of each student's readiness for CSCI courses based on the student's academic performance, experience, and related abilities (e.g., mathematical achievements). This is carried out in order to maintain depth in our program as our courses must build on each other. Freely waiving the courses or prerequisites will be disadvantageous to underprepared students. It also tends to weaken our courses if students who have not taken the prerequisites are allowed to slow the pace of the classes. *Students should complete and submit this form to the department administrative assistant in NS 301A or email to info@cs.iusb.edu* Please submit *separate* forms for each course request. Students should receive an acknowledgment within 48 hours, and should receive a decision usually within 3 weeks of submitting this form, or else contact again.

STUDENT INFORMATION

Name: _____ Student ID: _____
Email: _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____

COURSE INFORMATION

For Course Waiver

Which Course are you requesting to be waived? (e.g. CSCI-C101): _____

For Prerequisite Waiver

Which IUSB Course were you planning to take? (e.g. CSCI-C101): _____
Which Prerequisites do you lack? _____

Have you taken similar courses in the past (Yes/No)? _____

If you have taken similar courses, please answer the following:

Course Title _____ Where: _____ When: _____ Grade you got: _____

If you have NOT taken similar courses or for additional explanation using your background, experience, or related abilities:

Attachment(s):

- Syllabus with detailed course topics covered (course description alone is not sufficient)
- Work Experience
- Others: _____

DEPARTMENT USE ONLY

Instructors Consulted: _____ Course #: _____ Waive? Yes No
Comments: _____ Date: _____ Recommended placement? _____