**Prerequisite Unit Waiver Request**

Faculty of Science, Engineering and Built Environment

<table>
<thead>
<tr>
<th>Student to complete:</th>
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<tbody>
<tr>
<td>Student ID</td>
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<tr>
<td>Student Name</td>
</tr>
<tr>
<td>Course code</td>
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<tr>
<td>Course name</td>
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<tr>
<td>Unit code</td>
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<td>Prereq unit</td>
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**Reason for application:**

**Student Declaration:**

I understand that enrolling in a unit without successfully completing the prerequisite unit is not recommended by the Faculty and this request has been discussed with the relevant Course Advisor.

I understand that enrolling in a unit without successfully completing the prerequisite unit I am not able to request extensions or apply for special consideration on the grounds of workload or lack of prerequisite knowledge.

I have referred to the Trimester dates in the Handbook and am aware of the dates relating to withdrawal of units and any related financial or academic penalties.

I understand that by submitting this form I acknowledge the above.

Signature: ___________________________ Date:

**Course Advisor to complete. Name:** ___________________________

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<tr>
<th>Course Commencement Date</th>
<th>Cr Pts completed</th>
<th>Fails</th>
<th>WAM</th>
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**Previous enrolment in prereq unit**

Yes – Result: 

No

**Course Advisor comments**

- Academic History Attached
- Course Map attached

Prerequisite Unit Waiver Request
11/06/2014
Prerequisite Unit Waiver Request
Faculty of Science, Engineering and Built Environment

Unit Chair name:__________________________________________
I approve to waive the prerequisite unit               Yes               No                                Date:

Reason:

AHoS name:____________________________________________
I approve to waive the prerequisite unit                 Yes            No                                 Date:

Reason:

AD T+L (or nominee) name:______________________________________
I approve to waive the prerequisite unit            Yes                  No                           Date:

Reason:

Process
1. Student to apply by using this form
2. Student lodges application at Student and Staff Support campus office
3. Course Advisor checks details and completes Course Advisor section
4. Course Advisor forwards application to Unit Chair
5. Unit Chair completes form and returns to Course Advisor
6. Course Advisor forwards form to AHoS T+L
7. AHoS T+L completes form and returns to Course Advisor
8. Course Advisor forwards form to AD T+L or nominee
9. AD T+L completes form and returns to Course Advisor.
10. Course Advisor emails student:
    a. of outcome and any conditions
    b. requests student’s agreement to conditions (if applicable)
    c. request student’s agreement to waive prerequisite unit and for enrolment to be amended.
11. Once student agrees to the above by return email, Course Advisor complete AE&R template and forward to DSA with student email
12. Course Advisor to Trim all documents.