

# MECH Prerequisite Waiver Policy

Prerequisites exist to ensure that students have obtained a foundational knowledge about a subject so that they may be successful in follow-on and/or higher-level courses.

Waiving a prerequisite does not excuse a student from taking the prerequisite. A waived prerequisite must be taken either concurrently with or immediately after taking the follow-on course.

## 1. Petition for Waiver

Students may only petition to have a prerequisite waived in exceptional circumstances, as in most cases the waiver will negatively affect academic performance. These circumstances include:

- transferring into MECH from another University or Department within SCU, where missing a prerequisite prevents on-time graduation
- missing a prerequisite due to an exceptional personal issue that will prevent an on-time graduation

Students *may not* petition to waive a prerequisite that they have previously attempted and failed. Students who fail a prerequisite must retake and pass the failed course before proceeding to the next course, even if doing so extends the time to graduation.

Students must also meet the following eligibility requirement:

- have junior or senior standing with a major GPA of at least 2.0

Students seeking a waiver must complete the top portion of the [waiver petition form](#), obtain their advisor's signature, and submit the form to the Department Manager and Department Chair for consideration.

## 2. Petition Evaluation Process

The Department Chair will consult with the instructor of the relevant course, and determine whether the petition is appropriate. If so, the student will be required to take a proficiency exam covering prerequisite course material within the first 2 days of the quarter the follow-on course is offered.

The instructor will determine the nature of and the material covered in the proficiency exam, with the advice and consent of the Chair, and communicate to the student the appropriate areas of study and the details of the examination.

If the student passes the proficiency exam, as determined by the instructor, a waiver will be granted. If the student does not pass the proficiency exam, a waiver will not be granted. The student will then not be able to take the follow-on course until they have taken and passed the prerequisite course, and they will not be able to re-petition for a waiver.

The instructor and Chair will complete and sign the waiver petition form. The completed form, along with the graded exam, will be given to the Department Manager and kept in the MECH Department records. The academic advisor will be sent a copy of the finalized form.