

**Rowan Math Department
PREREQUISITE WAIVER POLICY**

Any Rowan student wishing to have a prerequisite(s) waived in order to enroll in a course must complete the following (depending on the appropriate circumstances):

I. Prerequisite(s) met: If the student has officially met the prerequisites of a course (but for some reason does not appear on their Banner transcript) and has official documentation to prove it (e.g. transcripts from another school, AP test scores, etc), then the student should

- Fill out prerequisite waiver form (available from the Registrar's office or online at www.rowan.edu/provost/registrar/forms/prerequisite_waiver_form.pdf)
- Attach appropriate documentation
- Submit form and documentation to Math Department secretary for approval by the Math Chairperson.

II. Prerequisite(s) NOT met: If the student has NOT officially met the prerequisites of a course but nonetheless believes he/she is qualified to take the course, then the student should

- Fill out prerequisite waiver form with explanation (available from the Registrar's office or online at www.rowan.edu/provost/registrar/forms/prerequisite_waiver_form.pdf)
- Submit the form to the COURSE INSTRUCTOR for approval
- Submit form to Math Department secretary for approval by the Math Chairperson.

**Rowan Math Department
REQUEST TO REPEAT A COURSE FOR THE THIRD TIME POLICY**

Any Rowan student wishing to repeat a course for the third time must complete the following:

1. Get approval from their academic advisor and have the academic advisor email their approval to the Math Dept Chairperson.
2. Write a letter describing how he/she plans to successfully complete the course the third time, given that the student was unsuccessful the first two times.
3. Fill out a Request to Repeat a Course form (available from the Registrar's office), attach letter in step 2, and submit both form and letter to the Math Department secretary for approval by the Math Chairperson.