

Procedure for requesting a  
pre-requisite or co-requisite waiver  
for  
CSE and IT courses

- Pre-requisites and co-requisites specified in the catalog are enforced.
- Waivers are granted only under unusual circumstances as they can adversely impact the accreditation of the programs.

In an effort to verify that the catalog is being followed, accreditation teams review transcripts and waivers granted over the last  $n$  years. The institute suffers if they arrive at the conclusion that the academic program does not take seriously the requirements stated in the catalog and is therefore fraudulent.

- Example of a justifiable waiver: A transfer student joining in the Fall as a sophomore with credits for Calculus I and Calculus II is eligible to take CSE 241 but lacks one pre-requisite: CSE 101. A waiver is justified because that student did not choose to neglect CSE 101 in the previous Fall and the knowledge / skills developed in CSE 101 are not critical for CSE 241. The student would be required to take CSE 101 concurrently with CSE 241. However, if the same student was lacking Calculus II, a waiver would not be justified because of the criticality of the content of that math course.
- Procedure:
  1. Discuss your need with your academic advisor. If your advisor encourages you to proceed further, then take the following steps.
  2. Write a note explaining the exceptional circumstances that you feel merit a waiver.
  3. Attach your note to the waiver form you can find on our website. Go to <https://www.cs.nmt.edu/information-for-current-students/> and look for 'Requesting a pre-requisite / co-requisite waiver'.
  4. Request a signature indicating approval and a justification note from the instructor of the course, your advisor, and the department Chair. This should be a step-by-step operation allowing a review of the previous signatures and justification notes at each step. You may be asked for additional documentation.
  5. With all three approvals, the department Chair will forward the form to the Dean of Engineering after retaining a copy of your note and the form.