

Prerequisite Waiver Form

You can request a waiver to undertake a unit without having completed the prerequisite requirement. If your waiver is approved, you will be able to enrol into the unit through Student Connect.

Section A Personal Details

Student ID

Family Name

Contact Number

Given Name

Campus

Course Title

Section B Unit/s for which the prerequisite requirement is to be waived. (i.e. the unit you wish to enrol in)

Study Period (eg Semester 1 2021)	Unit Code	Unit Title

Section C Reason for waiver

Please outline the reason for requesting the waiver and attach any supporting documentation to this request.

Section D Student's Declaration

I confirm that the information I have supplied is accurate and correct. I understand that I will be notified of the outcome via my ACU student email, and if approved I will be required to enrol into the unit through Student Connect by the prescribed date as outlined in the Critical Enrolment Dates.

Student signature (print name) _____ **Date** _____

Once completed, please save and email this form to the School Office.

Section D Authorisation – SCHOOL USE ONLY

Lecturer in Charge or Course Coordinator signature (print name) _____ **Date** _____

Approved

Declined

Please outline reason for decision:

Lecturer in Charge or Course Coordinator to email completed form to Enrolments.

Prerequisite Waiver Form (PRQ)

When can I apply for a Prerequisite Waiver

You can apply for a prerequisite waiver at any time. Make sure that you apply well before any enrolment deadlines as applications may take some time to process.

How to apply for a Prerequisite Waiver

Complete Sections A, B, C and D of this form and submit to the School Office, Make sure you provide your reason for requesting a waiver and attached any relevant documentation.

Once your application has been assessed by your Lecturer-in-Charge or Course Coordinator, the School will submit your form to Enrolments.

Enrolments will send an email to your ACU student email address notifying you of the outcome of your application.

If your application is approved, you will need to log into Student Connect and enrol into the unit/s for which the prerequisite requirement has been waived.

Do I need to apply for a waiver to enrol into a unit in Semester 2 if I am completing the prerequisite in Semester 1?

No, so long as you are enrolled in the prerequisite unit, you will be allowed to enrol in the second unit.

What happens if I fail a prerequisite in Semester 1 that I need for a Semester 2 unit?

If you fail a prerequisite unit in Semester 1 your school may withdraw you from your Semester 2 unit.

What if I have an IP grade for a prerequisite unit?

You will be allowed to enrol if you are currently enrolled in the prerequisite unit AND do not have a Fail grade.

Do I still have to enrol in my unit if my waiver request is successful?

Yes, if your waiver request is approved you must enrol into the unit via Student Connect within normal enrolment deadlines.

What if I am applying for credit for prior learning?

If you apply for credit for a prerequisite unit, you do not need to submit a Prerequisite Waiver request. If the credit is approved this will meet the prerequisite requirement and you will be able to enrol in the next unit via Student Connect.