

**Request to Waive a Prerequisite/Co-requisite**  
Industrial and Manufacturing Systems Engineering

**General Statement:** The primary purpose of prerequisites and co-requisites is to ensure students possess the necessary skills to be academically successful. However, there may be exceptional cases where students can request to waive a prerequisite/co-requisite. This request form is designed to serve as a record of official approval for any prerequisite or co-requisite courses that are waived for IE courses.

**Instructions:** Students requesting a waiver should fill out the items listed below. Appropriate documentation to support any acceptable waiver must be attached to this request in **one PDF file**. Submit the form to Devna Popejoy-Sheriff [devna@iastate.edu](mailto:devna@iastate.edu) for IMSE Dir. of Undergraduate Program/Curriculum Comm. review.

Name: \_\_\_\_\_ ISU ID #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Catalog Year for Degree: \_\_\_\_\_  
 Enrollment Term of Request: \_\_\_\_\_ Academic Advisor Name \_\_\_\_\_  
 Requested course: \_\_\_\_\_ Pre-requisite(s)/co-requisite(s): \_\_\_\_\_

**Student's justification for waiver request:** (add any supporting documentation for this request)

*By submitting this form, the person listed on this form is taking responsibility for understanding the materials required for any pre-requisite(s)/co-requisite(s)*

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FOR DEPARTMENT USE ONLY:

1. Decision:  Approved     Denied    DATE \_\_\_\_\_

2. IMSE Director of Undergraduate Curriculum:

\_\_\_\_\_

3. IMSE Department Approver for Workday:

\_\_\_\_\_

Additional Comments if needed: