

## Prerequisite Waiver Request Form

Any student attempting to enroll in a class that requires a specific prerequisite course may request a waiver of that requirement if the equivalent course has been completed with a grade of 2.0/C or better. Submit this form to the Student Success Center for review by a counselor. If the equivalent course was completed at another college or university, you must attach your transcript (unofficial transcripts are accepted).

Name: \_\_\_\_\_

Valley Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Semester you are registering for: Fall \_\_\_\_ Winter \_\_\_\_ Summer \_\_\_\_

Course you are trying to register for (example BIO 110)	Course that fulfills prerequisite	Academic institution where course was completed

If you have met the prerequisite, a counselor will issue the waiver and you will be able to register. You will not be contacted and should try to register 48 hours after submitting this form.

Students who submit a request for a waiver but do not meet the appropriate prerequisites, will be blocked from registering and contacted by a counselor, within 48 hours, to discuss other course options.

If, after 48 hours, you are still unable to register and have not been contacted by a counselor, please call the Student Success Center at 269.488.4040.

**Return completed form, along with your transcript (if necessary), to [counseling@kvcc.edu](mailto:counseling@kvcc.edu), fax to 269.488.4151 or mail to Kalamazoo Valley Community College, PO Box 4070, Kalamazoo, MI 49003-4070**  
**Attention: Counseling**

---

Office Use Only

**Counselor Action Taken**

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Reason \_\_\_\_\_