

# Pre-Requisite Waiver Procedure

The pre-requisite waiver request is used for students who wish to take one course but have not completed the required pre-requisite courses

*Detail policy and procedure can be read in your student handbook, available at:*  
<https://www.dula.edu/publications/>

Students fill-in the “Request for Course Pre-requisite Waiver” form (<https://www.dula.edu/forms/>)

Students submit this request form to the course instructor who instructs the related course that student wish to register

**If approved:** instructor will sign on your waiver request form

Students submit the signed waiver form to Associate Dean ([study@dula.edu](mailto:study@dula.edu)) for final review and approval

**If approved:** Associate Dean will register your name on the course through populi and you will be informed through email