

Instructions for Use:

- This form must be completed and signed by both the course instructor and the department chair before a student is permitted to enroll in the course without completing the formal prerequisites.
- Once completed, the form should be submitted to the department office, and copies should be sent to the student's academic advisor and kept on file.
- Any conditions for the variance should be documented and communicated to the student, instructor, and academic advisor to ensure proper support throughout the semester.