**Overview**

To guarantee that all students take courses in the correct sequence without violating any course requirements, the School has a procedure for checking prerequisites.

Before the start of any academic quarter, all students can enroll in classes electronically through WebReg with an automatic comprehensive prerequisite check. Through the first two weeks of each academic quarter, a student can add or drop courses through WebReg.

Any requests to drop or change the grade option of the course after the first two weeks of the quarter or add the course after the first three weeks of the quarter are handled via the Registrar’s Enrollment Exception.

If a student encounters any problems enrolling in a course, the student must go to the ICS Student Affairs Office (SAO) for authorizations, including a prerequisite check. Students who do not satisfy course prerequisites will not be allowed to enroll in the course unless a Prerequisite Substitution is provided. This helps the ICS Undergraduate Policy Committee and SAO with the ongoing process of evaluating prerequisites of our courses. We appreciate your help.

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**Student**

Complete and present this form to the course instructor. Return the signed form to the ICS Student Affairs Office. If you are approved for the prerequisite substitution, you will typically be authorized to enroll in the course by the end of the next business day.

- Name: ___________________________
- Student ID: _______________________
- Major: ___________________________
- Level: □ Freshman □ Sophomore □ Junior □ Senior
- Course Requested: ___________________________
- Email Address: _________________________
- Telephone Number: _______________________
- Reason for Request: _______________________
- _________________________________
- _________________________________
- _________________________________
- _________________________________
- _________________________________

Student Signature: ____________________ Date: _____________

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**Bren ICS Course Instructor**

If the student does not indicate that she/he has completed all prerequisites by coursework, please provide a justification for why the student will be permitted to take the course without one or more prerequisites listed from the General Catalogue. **Students should not be allowed to bypass prerequisites “at their own risk”**.

**Justification for Substitution:**

□ Approved equivalent course (please verify with ICS Student Affairs Office): _______________________

□ I have assessed this student’s understanding of course prerequisite material.
  ( ___ written or ___ oral).

Instructor Signature: ____________________ Date: _____________

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**SAO**

□ Course Substitutions Verified □ CPEP Processed □ Student Notified: ○ Via e-mail
  ○ In person

Student Affairs Officer: ____________________ Date: _____________