



**University of the Philippines  
Los Baños  
APPLICATION FOR WAIVER OF PREREQUISITE**

\_\_\_\_\_ Semester AY \_\_\_\_\_

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Degree Program: \_\_\_\_\_ Date of Application: \_\_\_\_\_

I would like to request permission to enroll the subject indicated below even without passing the prerequisite course.

Course to be enrolled		Prerequisite	
Course code & number	Units	Course code & number	Units

\_\_\_\_\_  
*Signature of student*

(Follow the numeric sequence)

**CERTIFICATIONS**

**1-A. From the Instructor/s**

This is to certify that the student has not passed the prerequisite course(s) although he/she has previously enrolled and fully attended the course(s).

Prerequisite(s)	Semester & Academic Year Incurred	Final Grade*	Remarks**	Name of Instructor	Signature of Instructor

Note: \* Grade of 5.0 must not be due to excessive absences and disciplinary action  
\*\* Remarks must be filed-in for evaluation purposes

**1-B. From the Vice Chancellor for Student Affairs (Applicable only if prerequisite grade is 5.0)**

This is to certify that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her (745th BOR Meeting, 21 April 1966).

\_\_\_\_\_  
*Name and Signature of the Vice Chancellor for Student Affairs*

**2. Endorsed:**

\_\_\_\_\_  
*Name and Signature of Registration Adviser*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name and Signature of Department Chair*

\_\_\_\_\_  
*Date*

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**ACTION OF THE COLLEGE ADMINISTERING THE COURSE**

The student who is granted permission under these rules is required to enroll the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester (745th BOR Meeting, 21 April 1966, UPD Faculty Manual Section 11.7.4, Par. 4, Page 189)

**3. Recommending Approval/Disapproval**

Waiver of prerequisite Committee:

Signature	Date	
_____	_____	_____
_____	_____	<i>Name and Signature of the Dean</i>
_____	_____	_____
		<i>Date</i>

**4. APPROVED/DISAPPROVED:**

**Rules on Prerequisites**

Prerequisites to Courses (745th BOR meeting, 21 April 1966)

Courses approved by the University Council as prerequisites to other courses may not be waived.

However, in meritorious cases, students who have previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll in and attend the latter course for credit, without having passed or earned credit for the prerequisite course. Permission shall be granted only upon application by the student. The application shall be accompanied with certifications from a) the student's instructor in the prerequisite course that the student had fully attended the said course; and b) the Vice-Chancellor for Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her.

Each college shall be authorized to grant the permission, and shall act through a Dean's committee which shall determine the merit of the application. The said committee shall include the College Secretary.

The student who is granted permission under these rules is required to enroll in the prerequisite course