Prerequisite/Corequisite Check – Early Registration

Corequisite Check

Students without appropriate corequisite enrollment or completion will not be blocked from enrolling in a course. After completion of early registration, students will be checked to ensure that they are registered for or have completed any corequisites. Students not meeting a corequisite requirement for Engineering Courses (Coded BME, CBE, CEE, ECE, ENGR, IE, or ME) are required to complete the **Request Prerequisite Special Permission** workflow form on MyUI (*see below*) to seek approval to remain enrolled in courses.

Prerequisite Check

Students who have not yet completed or are not currently enrolled in a prerequisite will be blocked from registering for the course. Students who feel there is an error or that there are special circumstances may appeal using the IPTWP form to seek permission to enroll.

Request Prerequisite Special Permission form

Students will use this form to appeal a prerequisite or corequisite requirement, whether they are applying transfer credit or requesting a waiver. There are three ways for students to access the form.

- When attempting to enroll in a course on MyUI for which they do not meet the requirement, students will be prompted to submit the form automatically.
- Students can log into MyUI and go to Student Records → Courses & Grades → Request Prerequisite Special Permission
- Students can view the course on MyUI; if they do not meet the requirements for the course, they will be prompted to submit the form.

Approval Definitions

Students will be notified by email of their approval status.

- **Permanent Approval**
  Students receiving approval will be allowed to enroll in the course. The documentation (*see below*) will be added to the student's MAUI account to reflect the approval to enroll.
- **Conditional Approval**
  Students will remain enrolled in the course with the agreement that additional documentation (*see below*) will be submitted to demonstrate why they should be moved to permanent enrollment status. Students who do not provide documentation will be administratively dropped from the course 3 business days prior to the start of the new semester. **Students will receive reminders of their conditional approval status** at the close of classes and again one week prior to the administrative drop date. If documentation has not been received by the Wednesday before the start of classes (3 business days before the start of the semester), the student will be administratively dropped from the course and receive a notification email.
- **Denied Approval (VOID)**
  Students will be informed their appeal has been denied and they will not be allowed to register for the course.

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Acceptable Documentation

Students will need to include documentation of how they have completed/are completing the requirement for the course when submitting the IPTWP form. Students may upload one of the following documents for review:

- **Permanent Approval:**
    - Unofficial transcript from another institution reflecting successful completion of the course (C- or higher). An official transcript will need to be submitted to the Admissions office in 108 Calvin Hall to retain approval.
    - Statement or other documentation to be reviewed to provide proof the course prerequisite has been met (subject to approval).
- **Conditional Approval:**
    - Screen shot of current registration of the course at another institution. Students will need to submit the final grade (C- or above) to megan-e-allen@uiowa.edu (unofficial transcript) and Admissions (official transcript) to remain enrolled.
    - Current enrollment in the course at UIowa. Student must pass the course with a D- or higher (C- or higher for MATH:1550 and MATH:1560) to remain enrolled.
    - *Students who fail to submit an official transcript or who do not meet the passing grade requirements will be administratively dropped from the course*. An email notification will be sent to the student and their advisor.

Workflow Process

Once a student submits, the form will be sent to Megan Allen, Engineering Registrar, and then will complete one of the following workflow paths:

- **Transfer Coursework:**
  Megan Allen will decide whether the course has been previously approved through an articulation agreement and will approve the request if so; if not, the form will be routed to the following:
    - Core Courses
      Curriculum Coordinator→
      Megan Allen→
      Student notified of decision
    - Department Courses:
      Course instructor or Undergraduate Curriculum Coordinator →
      DEO →
      Megan Allen→
      Student notified of decision
- **Department Prerequisite Waiver Form**
      Instructor of the course requested to be waived→
      DEO or Undergraduate Curriculum Coordinator →
      Megan Allen →
      Student notified of decision

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Students blocked from enrolling in a course because a prerequisite has not been met may use this form to describe special circumstances. Such circumstances might include work not yet appearing on the student's official record, such as transfer credit or credit by examination. It might also include the completion of a course at a more advanced level than the stated prerequisite or the completion of a special experience that relates to the content of the prerequisite. Submitting this form does not guarantee permission to register in a course with prerequisites. Each situation is evaluated carefully.

Student Information

University ID

00135383

Name

Megan Allen

What UI course do you wish to take?

✳ Enrollment Session

▾

Required

✳ UI Course Number

e.g. CHEM:1110 / MATH:1850 / JMC:3412

UI Course Title

What is the reason you require special permission?

✳ Choose the item below that best matches your reason for requesting permission to enroll in the above course.

○ I have completed or will soon complete a course at a higher level than the prerequisite.

○ I have or expect to have a transfer course completed for the required prerequisite.

○ I have or expect to have credit by exam (such as from an AP or IB exam) that will fulfill the required prerequisite.

○ My reason is not listed above.

Submit Workflow   Cancel

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Students selecting "My reason in not listed above" are prompted to submit additional documentation. They will need to write a statement or attach documentation that will provide proof how they have completed the requirement.

What is the reason you require special permission?

❋ **Choose the item below that best matches your reason for requesting permission to enroll in the above course.**

- ○ I have completed or will soon complete a course at a higher level than the prerequisite.
- ○ I have or expect to have a transfer course completed for the required prerequisite.
- ○ I have or expect to have credit by exam (such as from an AP or IB exam) that will fulfill the required prerequisite.
- ● My reason is not listed above.

Please explain why you should be allowed to enroll in this course even though you do not meet the required prerequisite. Be as specific as possible. Upload below any related documentation that you would like us to consider.

Please use the file upload and additional comments below to support your above reason for requiring prerequisite permission

Related Documentation

[Choose File] No file chosen

[Upload]

Only .jpeg, .jpg, .png, and .pdf files are supported.
Examples of evidence might include a scanned copy of your course schedule, a screen shot of your registration or some evidence of why you meet the prerequisite. You may attach more than one document. The attachments should include your name, the institution's name, and the course information if relevant and possible.

Additional Information

[   ]

If you have other information to share, please do so here

❋ indicates a required field

[Submit Workflow]   [Cancel]