



Waiver of Requirements Procedure

Procedure Number: 204P

Responsible Office: Academic Affairs

Forms: N/A

Effective Date: 8/24/24

Date Last Reviewed: 8/24/24

1. Purpose

Some courses have prerequisite or corequisite requirements, which are established to foster a student's success in the course. Students may not enroll in a course for which they do not meet the prerequisites by the time the course begins or for which they do not simultaneously enroll in any required corequisite unless those requirements have been waived following the procedures described below. If a course has a placement test prerequisite, students must obtain the required minimum score or completed the required developmental studies course before enrolling in the desired course unless those requirements have been waived following the procedures described below. Students may be administratively dropped from any course for which they have not met the prerequisite or enrolled in the required corequisite.

2. Definitions

Accommodation: an adjustment or modification in the academic environment that enables an individual to enjoy equal access to the College's programs, services or activities, including auxiliary aids and services. Examples of accommodations are note takers, recording devices, sign language interpreters, extended time for testing, screen-reading, voice recognition, or other adaptive software or hardware.

Corequisite: A course that a student must enroll in at the same time as enrolling in the desired course.

Disability:

- a. Any physical or mental impairment that substantially limits one or more major life activities; or
- b. Having a record of such an impairment; or
- c. Being regarded as having such impairment.

Fundamental Alteration: The College is not required to provide any aid or service or make any modification that would result in a fundamental alteration in the nature of the program. In evaluating whether the requested program modifications would require substantial program alteration or would fundamentally alter academic standards or programs, the College considers the underlying academic reasons for the program components, the academic standards institutionalized in the program, how the challenged components are consistent with the program standards, and how the requested accommodations would be inconsistent with the academic goals and standards of the program.

Prerequisite: A course that a student must pass before enrolling in the more advanced course.

Visiting (or Transient) Student: a student who is enrolled at a regionally accredited university and taking classes at NOVA.

3. Procedure

Prerequisite/Corequisite

Students who wish to request a waiver of a pre- or corequisite may use form 125-041 in NOVA's online form library. Only the pathway dean or designee may waive a prerequisite or corequisite.

Visiting students wishing to register for courses that have a college-level prerequisite must provide one of the following:

- a. official or unofficial transcript from the college/university; or
- b. official notice from the college/university that acknowledges completion of the prerequisite course prerequisites and corequisites are found in the Course Descriptions.

Course Substitution Based on Documented Disability

NOVA recognizes that in unusual circumstances, certain disabilities may prevent a student from successful completion of a specific course, even with reasonable and appropriate accommodations. Otherwise qualified students with documented disabilities who are, by reason of their disability, unable to complete a requirement of the program pursued by the student, with or without reasonable accommodations, may request an approved course substitution.

No course substitution will be granted unless professional assessments clearly show that a student's disability currently prevents the student from passing the course with or without reasonable accommodation.

No course substitution will be granted if it would constitute a fundamental alteration of the program of study. Substitutions generally will not be granted for any course that is deemed essential to the program of instruction being pursued by such student, or to any directly related licensing requirement. NOVA rarely grants a substitution for the math requirement in transfer degree programs (AA/AS/AFA). NOVA's minimum degree requirements include math because they reflect both SACSCOC and VCCS standards.

If substitutions are granted, students must successfully complete other courses to compensate for the credit hours. Substitutions are made on a case-by-case basis.

NOVA does not guarantee that the course substituted will be accepted by other higher education institutions. Nor does NOVA guarantee that it will accept a course substitution from another higher educational institution. NOVA cannot guarantee that a substitution requested for a student pursuing a stated academic program will be acceptable if the student changes to a different academic program

To request a course substitution based on a documented disability:

1. Students must first be registered with the Accommodations and Accessibility Services (AAS) and have current documentation of a disability that clearly substantiates that the disability significantly affects their academic performance in the subject area.

2. Students will submit a letter requesting a course substitution to an Accommodations and Accessibility Services Counselor. The letter should include
 - a. information about the student's previous attempts at the course (if any), including accommodations used,
 - b. the student's degree program, and
 - c. whether or not the student intends to transfer to a four-year institution.

Once a request is received:

1. The AAS counselor will forward the request to the Course Substitution Committee along with the following information:
 - a. Relevant documentation in the student's AAS file.
 - b. The student's current or most recent Memorandum of Accommodation (MOA).
 - c. The counselor's professional recommendation.
2. The Course Substitution Committee includes the Associate Vice President of Academic Affairs, the Associate Vice President for Student Support Services, the Director of Accommodations and Accessibility Services, and the ADA Specialist. The committee may consult with faculty from the relevant department as needed.
3. The Course Substitution Committee will review the request and notify the student as to the approval or disapproval of the course substitution in writing within 15 working days.
4. The student may grieve the committee's denial in accord with the Student Grievance Procedure.