



Registrar's Office  
800 Chestnut Street  
San Francisco, CA 94133  
P: 415.749.4535  
F: 415.749.4579  
registrar@s fai.edu

## PREREQUISITE WAIVER

Undergraduate students can appeal the enforcement of a course prerequisite. Waiving a course or prerequisite does not change the 120-credit requirement for the Bachelor of Fine Arts (BFA) and Bachelor of Arts (BA) degrees.

This appeal should be completed by the student and must include:

- a portfolio, following the guidelines below.
- A copy of your Program Evaluation.

The completed appeal must be submitted to the Department Chair affiliated with the course. If approved, the appeal is to be submitted to the Registrar's Office. Please see page 3 for Dept. Chair info.

### Student Information

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name Student ID #

\_\_\_\_\_ / \_\_\_\_\_  
SFAI Email Phone

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_  
Semester Year Semester Year

Program:  MFA & MA  MFA  MA  PB  BFA  BA  
\_\_\_\_\_ Major / Emphasis

<b>Course in which you, the student, would like to enroll:</b>		
_____	_____	_____
Course Code (Ex.: PA-380-02)	Course Title (Ex.: Dialogues in Contemporary Art)	<b>Term of Enrollment</b>
<b>The prerequisite of the course directly above that you are petitioning to appeal:</b>		
_____		
Course Code + Title (or other Academic Requirement)		

If this prerequisite waiver is approved, the Registrar's Office will register you for the course in which you would like to enroll. If your course load is 15 credits or more, please indicate which course(s) you would like to drop from your schedule, in the event that your prerequisite waiver is approved.

Course to Drop: \_\_\_\_\_  
Course Code + Title

Waiving a course or prerequisite does not change the 120-credit requirement for the BFA and BA degree programs. If a course waiver is approved, the units for the waived course must be replaced with a similar course. (A Liberal Arts course must be replaced with a Liberal Arts elective, while a Studio course must be replaced with a studio elective.)

### The prerequisite is a 3-credit requirement for my degree program:

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> I am requesting to waive this prerequisite <b>permanently</b> . I understand that I must make up the credits for this waiver with an additional course in the same category, as indicated below:  <input type="checkbox"/> Major Elective	<input type="checkbox"/> I am requesting to waive this prerequisite <b>permanently</b> .

<input type="checkbox"/> Studio Elective <input type="checkbox"/> Liberal Arts Elective <input type="checkbox"/> General Elective <input type="checkbox"/> Other Specific Course to Substitute the Prerequisite: Course Number & Name: _____ Semester & Year Completed: _____  <i>Note: If the "Other Specific Course" box is checked, this approval represents a change to your degree program curriculum. The change is unique to the individual student submitting this petition, and must be considered and approved for the curriculum by the Department Chair.</i>	
<input type="checkbox"/> I am requesting to waive this prerequisite <b>for this course only</b> . I understand that I must complete this prerequisite at a later semester as soon as possible.	<input type="checkbox"/> I am requesting to waive this prerequisite <b>for this course only</b> . I understand that I will need to submit another petition for any or all courses with the same prerequisite.

**A Complete Petition Includes Two Parts:**

1. A typed justification that is a minimum of 250 words explaining why the prerequisite should be waived.
2. Presentation of work.
  - a. If trying to waive the prerequisite of a studio course:
    - i. A portfolio must be presented; the following formats are acceptable: slides, CDs, DVDs, sketchbooks, films, thumb drives, and videos. Unless the student is working with time-based media, digital files should be no larger than 2MB and should be both Mac- and PC-compatible.
      1. As evidenced by the portfolio and interview, students appealing for a 100-level course prerequisite must meet 'Moderately Established' competencies for all assessment categories (see the attached BFA Rubric for more information).
      2. As evidenced by the portfolio and interview, students appealing for a 200-level course prerequisite waiver must meet 'Established' competencies for all assessment categories (see the attached BFA Rubric for more information).
  - b. If trying to waive the prerequisite of a liberal arts or art history course:
    - i. Presentation of a sample of 'comparable work' (i.e., an assignment from a class that demonstrates the student is already in possession of the main skills and forms of knowledge central to the course they are asking to be waived out of). Students can also submit the syllabus of a course taken elsewhere that meets similar requirements, should they think this will help their case

**Guidelines**

If a course assignment was completed in another language, all submitted materials will have to be translated in advance of submission. The faculty reviewer will determine whether the written justification and the sample work warrant the waiving of the prerequisite. *All outcomes of the appeals process are final.*

**Student Agreement Statement**

*I represent myself and submit this form to the Registrar. All of my materials for my Academic Appeal Petition are attached to this form. If any materials are missing, I understand my petition will be held until the additional materials are obtained, and my petition is only considered complete when all materials are attached. All of my information on this form is correct and true to the best of my knowledge. I understand that approval of Petition does not automatically grant enrollment in a full and/or waitlisted course, and that my ability to enroll remains dependent on available seats in the course depending on when this petition is approved.*

Student Signature

Date

This section must be completed by the Department Chair:

This petition has been approved as follows:

<p><input type="checkbox"/> This prerequisite waived <b>permanently</b>.</p> <p>The prerequisite is a 3 credit requirement for the student's degree program and thus, the student must make up these credits with an addition:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Major Elective / Requirement</li> <li><input type="checkbox"/> Studio Elective</li> <li><input type="checkbox"/> Liberal Arts Elective</li> <li><input type="checkbox"/> General Elective</li> <li><input type="checkbox"/> Other Specific Course to Substitute the Prerequisite:</li> </ul> <p style="margin-left: 40px;">Course Number &amp; Name: _____</p> <p style="margin-left: 40px;">Semester &amp; Year Completed: _____</p>
<p><input type="checkbox"/> This prerequisite is waived <b>for this course only</b>.</p> <p>If the prerequisite is a degree requirement, the student will take the prerequisite at a later semester and as soon as possible. If the prerequisite is not a degree requirement, the student will need to submit a waiver form for every future course that also has this prerequisite.</p>

This petition has been denied.

This petition has been postponed. Reasons and conditions for reconsideration are:

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Department Chair / Graduate Director Signature

Date

Comments:

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<p><b>Undergraduate Department Chair List –</b></p> <p>Art &amp; Technology: Lasse Scherffig &lt;lscherffig@sfai.edu&gt;        Filmmaking: Christopher Coppola &lt;ccoppola@sfai.edu&gt;        History &amp; Theory of Contemporary Art: Claire Daigle &lt;cdaigle@sfai.edu&gt;        Interdisciplinary: Jennifer Rissler &lt;jrissler@sfai.edu&gt;        Liberal Arts: Robin Balliger &lt;rballiger@sfai.edu&gt;        New Genres: Mads Lynnerup &lt;mlynnerup@sfai.edu&gt;        Painting &amp; Drawing: Brett Reichman &lt;breichman@sfai.edu&gt;        Photography: Lindsey White &lt;lwhite@sfai.edu&gt;        Printmaking: Asuka Ohsawa &lt;aohsawa@sfai.edu&gt;        Sculpture &amp; Ceramics: John Roloff &lt;jroloff@sfai.edu&gt;</p>	<p><b>Graduate Director List –</b></p> <p>MA Programs: Claire Daigle &lt;cdaigle@sfai.edu&gt;        MFA Programs: Tony Labat &lt;tlabat@sfai.edu&gt;</p>
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Registrar's Office Use Only

Date Received:

Update Registration:

Update Curriculum Record/Degree Audit: