# Request for permission (pre-requisite)

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| Objective | Identify if a respective pre-requisite issue can be overridden/approved. |
| What are the first steps | 1. Check Study Plan<br>2. Check Student History |
| What to do next | **If the student has met the pre-requisites and there are no approvals required for other APM:**<br>1. Make relevant notes to support the request<br>2. Save line approval/s<br>3. Assign COE to step 5 for processing<br><br>**If the student has met the pre-requisites and there are approvals required for another APM:**<br>1. Make relevant notes<br>2. Save line approval/s only for the course(s) of the programme you look after<br>3. Assign COE to the correct APM of the other course`s programme for approval<br><br>**If the student has not met the pre-requisites and it is ok for them to progress with the change request and there are <u>NO</u> approvals required for other APM:**<br>1. Make relevant notes to support request<br>2. Save line approval/s<br>3. Assign COE to step 5 for processing<br><br>**If the student has not met pre requisites and it is ok for them to progress with the change request and there <u>ARE</u> approvals required for other APM:**<br>1. Make relevant notes<br>2. Save line Approval only for the course(s) of the programme you look after<br>3. Assign COE to the correct APM of the other course`s programme for approval<br><br>**If the student has <u>NOT MET</u> perquisites and it is <u>NOT OK</u> for them to progress with the change request.**<br>1. Make relevant notes to support decline<br>2. Decline COE |
| Policy Link Information | |
| Who can you escalate to? | |
| Work Instructions | |