

# Approval - Request for Permission (pre-requisite override)

Objective	Identify if a respective pre-requisite issue can be overridden/approved.
What are the first steps	<ol style="list-style-type: none"> <li>1. Ensure you have read the <a href="#">Request for Permission 'Need to Know' Guide</a></li> <li>2. Check Study Plan as per the programme regulation documents</li> <li>2. Check Student History</li> </ol>
What to do next	<b>If the student has met the pre-requisites and there are no further approvals required for other APM:</b>
	<ol style="list-style-type: none"> <li>1. Make relevant notes to support the request</li> <li>2. Save line approval/s</li> <li>3. Assign COE to step 5 for processing</li> </ol>
	<b>If the student has met the pre-requisites and there are approvals required for another APM:</b>
	<ol style="list-style-type: none"> <li>1. Make relevant notes</li> <li>2. Save line approval/s only for the course(s) of the programme you look after</li> <li>3. Assign COE to the correct APM of the other course's programme for approval</li> </ol>
	<b>If the student has not met the pre-requisites and it is ok for them to progress with the change request and there are NO approvals required for other APM:</b>
	<ol style="list-style-type: none"> <li>1. Make relevant notes to support request</li> <li>2. Save line approval/s</li> <li>3. Assign COE to step 5 for processing</li> </ol>
	<b>If the student has not met pre requisites and it is ok for them to progress with the change request and there ARE approvals required for other APM:</b>
	<ol style="list-style-type: none"> <li>1. Make relevant notes</li> <li>2. Save line Approval only for the course(s) of the programme you look after</li> <li>3. Assign COE to the correct APM of the other course's programme for approval</li> </ol>
	<b>If the student has NOT MET perquisites and it is NOT OK for them to progress with the change request.</b>
	<ol style="list-style-type: none"> <li>1. Make relevant notes to support decline</li> <li>2. Decline COE</li> </ol>
Policy Link Information	<ul style="list-style-type: none"> <li>• <a href="#">Admissions, Enrolments and Fees Policy</a></li> </ul>
Who can you escalate to?	<ul style="list-style-type: none"> <li>• Operations Manager – Enrolment Processing</li> <li>• Academic Programme Manager</li> </ul>
Work Instructions	