Approval - Request for Permission (pre-requisite override)

Objective	Identify if a respective pre-requisite issue can be overridden/approved.
What are the first steps	1. Check Study Plan as per the programme regulation documents 2. Check Student History
What to do next	**If the student has met the pre-requisites and there <u>are no further approvals required for other APM</u>:** 1. Make relevant notes to support the request 2. Save line approval/s 3. Assign COE to step 5 for processing **If the student has met the pre-requisites and <u>there are approvals required for another APM</u>:** 1. Make relevant notes 2. Save line approval/s only for the course(s) of the programme you look after 3. Assign COE to the correct APM of the other course`s programme for approval **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:** 1. Make relevant notes to support request 2. Save line approval/s 3. Assign COE to step 5 for processing **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:** 1. Make relevant notes 2. Save line Approval only for the course(s) of the programme you look after 3. Assign COE to the correct APM of the other course`s programme for approval **If the student has <u>NOT MET</u> perquisites and it is <u>NOT OK</u> for them to progress with the change request.** 1. Make relevant notes to support decline 2. Decline COE
Policy Link Information	• [Admissions, Enrolments and Fees Policy](#)
Who can you escalate to?	• Operations Manager – Enrolment Processing • Academic Programme Manager
Work Instructions	