

CNM One Time Request for Prerequisite Exception CNM

STEP 1 - Please read the following guidelines before submitting this request:

- ~~Students may only receive prerequisite clearance once. Official documentation will be required for any clearances in the future, regardless of student circumstances.~~
- This request is for courses whose prerequisites are General Education or Developmental courses. Courses whose prerequisites are Career and Technical must visit the school offering those courses.
- All prerequisite clearances require supporting documentation at the time of submission.
- All supporting documentation must come from regionally accredited postsecondary institutions.
- Please allow one business day for processing.

STEP 2 – Attach one of the following to your request:

- Unofficial transcript showing a passing grade of “C” or higher for the course meeting the prerequisite
- Unofficial standardized test scores (ex: ACT, SAT, CLEP, AP)
- Proof of current good standing in an in-progress course at another institution. A letter, on school letterhead, or an email from the instructor’s school issued email address stating good standing in the course, is required at time of submission.

STEP 3 – Complete the following information: (Please Print)

Student Name: _____ Student ID: _____

Term: _____ CNM Email Address: _____

CNM course subject and number.	How do you meet the prerequisite for this course?	Office Use Only:	
EX: Eng 1102	EX: I took Engl 101 at UNM	Course Prerequisites:	Prerequisite Met?

Student Signature: _____ Date: _____

Incomplete requests will not be processed. Return this form and attached supporting documentation to the Records Office at Main Campus, the Registration Office at any other campus, or by emailing it to records@cnm.edu. You will be notified via your CNM email once your request has been processed.

FOR CNM OFFICE USE ONLY

Received and Scanned by: _____	Date Received: _____
Forwarded to: _____	Date Forwarded: _____