Request for prerequisite waiver (EP-1)

Name ___________________________ Student Number ___________________________

Program of Study ___________________________ Year of study ___________________________

Requested course code ___________________________ Missing Pre-requisite(s) ___________________________

Please indicate how you acquired the necessary knowledge to do the requested course.

*N.B. If you are presently on probation, you are not eligible for a prerequisite waiver.*

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Consent

I consent to have this form sent to the professor and director. If I am allowed to register to this course, despite not having completed the prerequisite(s), it will be my sole responsibility to make up for any deficiency in my background. I will not use the lack of prerequisite(s) as justification for poor performance or failure of this or any other course. Since I am required to know the material, it will not be re-explained in class.

Signature: ___________________________ Date: ___________________________

This form must be submitted to the Academic Office (SITE1020)

*Forms presented by the student directly to the professor will be void.*

At each session, the **deadline** to submit a request for prerequisite waiver is **7 days before the last day to modify your course selection.**

Comments: ___________________________ MPC / CGPA: _______

Signature of the Academic Assistant ___________________________ Date ___________________________
Request for prerequisite waiver (EP-2)

The student will submit the form EP-1 with the academic reasons for the request. The academic assistant sends the document as well as the form EP-2 for evaluation to a professor, noting any additional information about the student deemed to be helpful to the evaluator (CGPA, antecedents). A request for prerequisite waiver is evaluated by the full-time professor in charge of the course (or by the Chair or coordinator of the program if the professor is part-time.). The evaluated request then goes back to the academic assistant, who then forwards it to the responsible people of the Academic Office.

Prerequisites can only be waived if the student has equivalent knowledge, either from previous studies or from professional experience. N.B. Students presently on probation are not eligible for a prerequisite waiver.

PROFESSOR

Name (print): __________________________________________

Comments:
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____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

□ Accepted  □ Refused

ACADEMIC OFFICE

Comments:
____________________________________________________________________________
____________________________________________________________________________

□ Accepted  □ Refused

□ Student informed  date: ______________  In. ______
□ Registered:  date: ___________  Signature: __________________________
□ 4cabb  date: ___________  In. __________