

Tri-Faculty Request for Pre-requisite Waiver Form

See reverse for instructions

PART A: To be completed by student

Student Name (print): _____ Student V#: _____

Student email: _____

Course for which waiver is requested: _____ CRN: _____ Term: _____

Course instructor: _____

Prerequisite course(s) to be waived: _____

Reason why waiver should be granted (please provide evidence of equivalent academic preparation):

**Attach relevant documentation for courses taken at Universities/Colleges INCLUDING Uvic that relates to this request. This could include unofficial transcripts, transfer credit documentation, course outlines if not on BCAT, etc.*

Please check the box below:

Should this waiver be granted, I hereby waive my right to late drop or appeal a grade on the basis that I did not have all of the pre-requisites for this course.

Date: _____

PART B: To be completed by Department/School

Department/School: _____ Department designate: _____

Waiver request is: approved denied

Course instructor consulted: yes no

Date: _____

Department Office Administration:

Student email notification sent: Date: _____

Tri-Faculty Request for Pre-requisite Waiver Form Instructions for Student

1. Pre-requisites are rarely waived. You may believe you have taken a course, or combination of courses, which provides you with the background that matches that provided by the listed pre-requisites. In addition, some courses have a pre-requisite statement that includes “permission of the Department”. This statement indicates that the course may be of interest to students with non-standard backgrounds, in which case there is scope for the pre-requisites to be interpreted flexibly.
2. Please make sure to complete the “reason why the waiver should be granted” and provide any relevant supporting documentation (see over) with this form. Relevant documentation could include, but is not limited to, unofficial transcripts, transfer credit documentation, course outlines if not on BCCAT, etc.
3. Contact the Department/School main office to find out where to electronically submit your waiver form and relevant documentation.
4. Please ensure your email is included on the form. You will be notified via email within two weeks.
5. If your pre-requisite waiver request is granted, it is your responsibility to get caught up on content from the pre-requisite course you are missing. The course instructor is not required to assist with this.
6. If your pre-requisite waiver request is granted, you may not appeal a grade, defer completion or drop the course after the deadline, based on the fact that they did not have the pre-requisites. Any of these scenarios will require demonstration that your inability to finish the course is due to something other than their not being adequately prepared.