REQUEST FOR APPROVAL OF A NEW COMPLEMENTARY STUDIES COURSE

Please use this form only to propose a course that is not on the Complementary Studies List. Please see the approved/denied Complementary Studies courses at https://www.uvic.ca/engineering/current-students/planning/index.php/. Submit this request to your student advisor. The calendar description and course syllabus must be attached.

Part 1: To be completed by student

Request date: __________________

Student name: ___________________________ Student #: V00____________

Email address: _____________________________

Course to be proposed as a Complementary Studies elective: ________________________________

Student’s Signature: ________________________________

Clarification of requested course (ie. already taken, future registration, via Letter of Permission, etc.):
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Part 2: To be completed by advisor

Student Advisor Comments: _____________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Advisor Signature: ___________________________ Date: ______________________

Part 3: To be completed by Associate Dean

Approved □ Add to List □ Denied □

Associate Dean Comments: _____________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Associate Dean Signature: _____________________________

Updated in Student Records (CAPP): _________ (initials) Date: ______________________