

## Request for Pre-requisite Waiver Form

## **Instructions for Student**

- 1. Any request for a pre-requisite waiver for any Economics course must be submitted using this fillable form.
- 2. Pre-requisites are not generally waived, and some instructors have a policy of never waiving pre-requisites. However, some students may believe they have taken a course, or a combination of courses, that provides a background matching the listed pre-requisites. In addition, some courses have a pre-requisite statement that says "Or permission of the department." This 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.
- 3. A prerequisite waiver is specific to a course and is valid only for the term for which it is requested.
- 4. Be sure to fill in the "Reason waiver should be granted" section of the form.
- 5. If you have a UVic "unofficial" transcript, please attach it.
- 6. Attach relevant documentation to support your waiver request. This could include, but is not limited to, documentation from universities and colleges, such as:
  - "Unofficial" transcripts
  - Transfer credit documentation
  - Course outlines for courses not available on BCCAT
- 7. If your request is granted, you accept responsibility for making up specific pre-requisite topics on your own time without help from the instructor.
- 8. 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 you 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 you not being adequately prepared.
- 9. Please submit the form and all relevant documentation electronically to the Economics Department (<a href="mailto:econdept@uvic.ca">econdept@uvic.ca</a>).
- 10. Please ensure that your email is included on the form. You will be notified via email within two weeks.

## Department of Economics Request for Pre-requisite Waiver Form

## **Part A:** To be completed by student:

tudent # V00		
Student # V00		
Student email:		
Course for which waiver is requested:	CRN:	Term:
Prerequisite course(s) to be waived:		
Reason waiver should be granted (please	e provide evidence of equivale	nt academic preparation):
***Attach your UVic transcript as well		
other universities and colleges that relationscripts, transfer credit documentations	ates to this request. This cou tion, course outlines if not o	ld include: unofficial n BCCAT, etc.***
Please check the box below:		
Should this waiver be granted, I he the basis that I did not have all the		1 11 0
Date:		
	<b>,</b>	
Part B: OFFICE USE ONLY	7	
	7	
	Yes	No
Faculty member approval:	Yes	No
Faculty member's name: Date:	Yes	No
Faculty member approval:  I approve the above request:  Faculty member's name:  Date:	Yes	No
Faculty member approval:  I approve the above request:  Faculty member's name:	Yes	No