



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 (econreg@uvic.ca).
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:

<p>Student name (Last, First): _____</p> <p>Student # V00 _____</p> <p>Student email: _____</p> <p>Course for which waiver is requested: _____ CRN: _____ Term: _____</p> <p>Prerequisite course(s) to be waived: _____</p> <p>Reason waiver should be granted (please provide evidence of equivalent academic preparation): ***Attach your UVic transcript as well as other relevant documentation for courses taken at other universities and colleges that relates to this request. This could include: unofficial transcripts, transfer credit documentation, course outlines if not on BCCAT, etc.***</p> <p>Please check the box below:</p> <p style="text-align: center;">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 the pre-requisites for this course.</p> <p>Date: _____</p>
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Part B: OFFICE USE ONLY

Faculty member approval:		
I approve the above request:	Yes	No
Faculty member's name: _____		
Date: _____		
Notes: <hr/>		
Front Office Administration Only		
Student Notification: Emailed Date _____ Processed by _____		