FORM TO REQUEST FOR A PREREQUISITE WAIVER

The request must be submitted to bacinfo@engineering.uOttawa.ca

Before submitting your form, make sure you meet the eligibility criteria available on our website https://engineering.uottawa.ca/undergraduate-studies-office/request-prerequisite-waiver. **Requests that do not meet the requirements will be refused**.

A. PERSONAL INFORMATION	
Full Name :	**Student Number :**
Program of Study :	**Your Year of Study :**
	CGPA :

B. TERM *(Please indicate the year next to the selected term to which your request applies. E.g. Fall 2021)*		
Automne : _____	**Hiver : _____**	**Printemps/été : _____**

C. COURSE INFORMATION *(One course per form)*					
Compulsory Course:			**Elective Course:**		**Technical Elective Course:**
Course Code	**Section**	**LAB**	**TUT**	**DGD**	**Professor**
Missing Prerequisite(s) :					

D. SUPPORTING DOCUMENT(S) PROVIDED BY THE STUDENT					
	Unofficial Transcript		Course Description		Course Syllabus

E. PLEASE DESCRIBE THE REASONS JUSTIFYING YOUR REQUEST *(Check all options that apply and justify on page 2)*	
	Have you previously been registered for, but did not passed, the pre-requisite course in question? If so, please state when you took the course (Term/Year) =
	Have you previously taken the equivalent course at another institution or take this course outside of your current program requirements? If so, please state where and provide a course description/syllabus.
	If you have not taken the course at the University of Ottawa or an equivalent course elsewhere, describe what knowledge you have of the course material and how you obtained it.
	If you had followed and passed all courses in your program the pre-requisite waiver issue would not have arisen. Please explain the reasons it has arisen in your case.

F. JUSTIFICATION (MOTIVES BEHIND YOUR REQUEST):

Important: *We are aware that some courses are not offered in certain terms, so this need not be stated. Even though your request will be examined in detail, please note that delays in graduation, due to your academic performance or your decision(s) to not register for certain courses at the appropriate time in the course sequence, does not of itself constitute a reason for approval of your pre-requisite waiver request.*

G. TERMES ET CONDITIONS

1. Notice of Collection of Personal Information: In accordance with the Freedom of Information and Protection of Privacy Act of Ontario and with University Policy 90, your personal information is collected under the authority of the University of Ottawa Act, 1965.

By submitting a prerequisite waiver request, you understand, acknowledge and agree to the following: I understand that approval of the request for a prerequisite waiver does not exempt me from the prerequisite, nor does it guarantee me a space in the course. Furthermore, I understand that if the course is full, **I cannot be placed on the wait list** since the enrolment system does not recognize the prerequisite waiver. It will be my responsibility to monitor space availability and contact my faculty to submit an enrolment request if space becomes available. I understand that if I am permitted to enroll in this course, I may be required to do additional reading and/or independent study and I will not be able to justify a poor academic result based on not having completed the prerequisite(s).

2. We will refuse requests received from students who are on probation.

3. If you have an unresolved negative service indicator on your file, you will not be able to complete your registration. **Please contact the Financial Aid Office of the University of Ottawa.**

Student's Signature : _____ **Date : _____/____/_____**
(MM/DD/AAAA)