

Department of Economics 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 form.
2. Pre-requisites are not generally waived, and some instructors have a policy of never waiving pre-reqs. However, some students may believe they have taken a course, or a combination of courses, which provide them with background which matches that provided by 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. If your request is granted, you accept responsibility for making up specific pre-requisite topics on your own time without help from the instructor.
4. Be sure to fill in the "Reason waiver should be granted" section of the form.
5. Attach relevant documentation to support your waiver request. This could include, but is not limited to, documentation from Universities and Colleges, Including UVic, such as:
 - "Unofficial" transcripts
 - Transfer credit documentation
 - Course Outlines for courses not available on BCAT
6. Forms can be submitted:
 - In person to the main office, BEC 360,
 - Via fax to 250-721-6214, or
 - By email to econdept@uvic.ca
7. Please ensure that you include your email as you may be contacted to discuss the request. You will be notified of the decision within two weeks.

Updated July 2011

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Part A: To be completed by student:

<p>Student name: _____ Last/First (Please Print Clearly)</p> <p>Date: _____</p> <p>Student # V00 _____ Student email: _____</p> <p>Student signature: _____</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: _____</p> <p>_____</p> <p>_____</p> <p>***Attach relevant documentation for courses taken at Universities and Colleges <u>INCLUDING</u> UVic that relates to this request. This could include – Unofficial Transcripts, Transfer Credit documentation, Course Outlines if not on BCAT, etc ***</p>

Part B: OFFICE USE ONLY

<p>Faculty member approval:</p> <p>I approve the above request: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Faculty member's signature: _____</p> <p>Front Office Administration Only</p> <p>Student Notification: Emailed <input type="checkbox"/> Other _____ Date _____ Signed _____</p>
