

# Form to request for a prerequisite waiver

The request must be submitted to [bacinfo@uOttawa.ca](mailto:bacinfo@uOttawa.ca).

Before submitting your form, make sure you meet the eligibility criteria available on our website [Request prerequisite waiver | Faculty of Engineering \(uOttawa.ca\)](#). Requests that do not meet the requirements will be refused.

A. PERSONAL INFORMATION		
SURNAME(S)	GIVEN NAME(S)	STUDENT NUMBER: 
PROGRAM OF STUDY:		
YOUR YEAR OF STUDY:	CGPA:	

B. TERM		
<i>(Please indicate the year next to the selected term to which your request applies. E.g. Fall 2023)</i>		
FALL:	WINTER:	SPRING/SUMMER:

C. COURSE INFORMATION					
<i>(One course per form)</i>					
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	
<i>(Check all options that apply and justify on page 2)</i>	
<input type="checkbox"/>	Have you previously been registered for, but did not pass the pre-requisite course in question? If so, please state when you took the course (Term/Year) and explain the circumstances that resulted in a failure in the course.
<input type="checkbox"/>	Have you previously taken the equivalent course at another institution or taken this course outside of your current program requirements? If so, please state where and provide a course description/syllabus.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

**Faculty of Engineering**

Office of Undergraduate Programs



**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 in itself constitute a reason for approval of your prerequisite waiver request.

**G. TERMS AND 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 Infoservice.**

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 STUDENT'S SIGNATURE:

YEAR	MONTH	DAY

DATE

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