

## Prerequisite Override Form

Student name \_\_\_\_\_ Student number \_\_\_\_\_

Department \_\_\_\_\_ Program \_\_\_\_\_

Intended course \_\_\_\_\_ F / W / S 20 \_\_\_\_\_  
Semester and year

Missing prerequisite course(s) \_\_\_\_\_

1. **To be completed by Student's Program Director.** Justification (check all that apply):
- Student completed \_\_\_\_\_, which supplies much of the required knowledge.
  - Student's CGPA of \_\_\_\_\_ indicates he/she has strong study skills.
  - Student has F in prerequisite and instructor considers exposure to prerequisite material adequate preparation.
  - F grade in prerequisite was due to lab component; lecture performance was acceptable.
  - Prerequisite for intended course is being removed for next calendar and instructor does not require any prior knowledge from the prerequisite currently listed.
  - New prerequisites for the intended course were added recently. For this (transition) year instructor will not assume knowledge from the listed prerequisite.
  - A competency test was administered and student performed acceptably on it.
  - Other reason or comments:

2. **Student acknowledgement:** By signing this form, I acknowledge that taking a course without the prerequisite may put my academic record at risk. I assume sole responsibility for my choice to enrol in the intended course, and for any unintended consequence of that choice. I know that I may lack background material. Extra preparation may be necessary to complete the course successfully.

Student name \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Faculty of Science Policy on Prerequisite Overrides**

1. Students normally must fulfil the prerequisite requirements before enrolling in a course. In exceptional circumstances, a student may obtain a prerequisite override, which would allow them to take a course without having completed a prerequisite.
2. Prerequisite overrides are not granted to students who have shown weak academic performance.
3. All prerequisite overrides are granted with the agreement of the student's program director and the instructor of the intended course.
4. The Prerequisite Override Form is provided for the convenience of the departmental decision makers. The list of reasons for overriding prerequisites, found in the Program Director's section, might not be relevant to all departments. Departments are expected to develop practices and procedures that are consistent and fair, and to make those practices known to students (e.g. by posting them on their website).
5. There is no appeal process if the request for an override is denied.

### **Procedure for obtaining a prerequisite override**

1. The student must make their request on the Faculty of Science Prerequisite Override Form.
2. It is the student's responsibility to consult with the course instructor (first), and then the program director, and obtain their signatures on the form, indicating that they are in agreement with allowing the exception.
3. The program director should consult with the instructor prior to completing the form.
4. If the program director agrees with allowing the override, they will provide a rationale for allowing the exception on the form and sign the form.
5. The student must sign the form to indicate agreement.
6. The student must submit the completed form to their program office.
7. The office staff will retain the original, send a copy to Student Records to for their information, and enrol the student in the course. Office staff will not process the override or enrol the student in the course unless the form is properly completed and signed by the instructor and program director.
8. A completed prerequisite override form does not guarantee that the student will be enrolled in the course. Enrolment is subject to availability.