

Request for Course Prerequisite Waiver/Course Overload

Registrar's office
University of Ontario Institute of Technology
2000 Simcoe Street North, Oshawa, ON L1H 7K4 Canada

905.721.3190
905.721.3184 (fax)
uoit.ca

What?	This form is used for students seeking a course prerequisite/course restriction waiver or permission to overload the number of courses taken each term. Faculties strongly advise against prerequisite waivers, and only permit where strong justification is presented and a student has performed sufficiently well academically. Waivers are normally allowed only in situations where the student has sufficient knowledge of the material in the prerequisite course.
Who?	The form must be reviewed by the course instructor (for prerequisite waivers), signed by the appropriate student advisor or Dean's designate, then submitted to the Registrar's office. Approval of a prerequisite waiver does not imply the student has mastered all the prerequisite material. It is the student's responsibility to make up any deficiencies or gaps in the knowledge of material.
When?	The length of time for requests to be processed is normally two to three working days. During peak times, processing time may be longer. Once complete, an email message is sent to the student alerting them to register for the course.

Last name	First name	Student number
		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>

Course prerequisite or restriction waiver

I am requesting that the prerequisite(s)/restriction(s) be waived for entry into the following courses:

Course code (e.g. PHY 1020U)	Course name (e.g. Physics II)	Type of waiver (please check one)		Student advisor/ Dean's designate name (please print)	Student advisor/ Dean's designate signature	Effective term
		Prerequisite	Faculty/major restriction			

Please note: The student acknowledges that waiving prerequisites is not recommended, it is his/her responsibility to rectify any deficiencies in his/her knowledge of prerequisite material, and poor performance due to approval of prerequisite waivers cannot be used as grounds for a course appeal.

Course overload

I am requesting a course overload waiver for the following:

Course hours (per semester)	Program	Term
Student advisor/Dean's designate signature		Date

Please note: The student acknowledges that adding additional courses above and beyond their normal program limits will incur additional fees. By signing this form, the student accepts knowledge of the revised fee assessment.

Student's signature	Date
This application will not be processed unless it is signed and dated.	

For office use only	
Staff initials:	Date:

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used for education, administrative and statistical purposes and to administer registration within the University. Questions regarding the collection of your personal information may be directed to the Registrar, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.3190, email: connect@uoit.ca.

If you require this information in an alternative format due to disability, please email records@uoit.ca.