

Requesting a Prerequisite Waiver for a Department of Accounting and Finance Course (ACC, FIN, MIS)

1. The student may access the “Departmental Permission Form” from the Asper Undergraduate Program web site:
<http://umanitoba.ca/asper/programs/undergraduate/academic-matters.html>
2. The student must complete Section A. of the form.
3. The student must email their entire grade history (e.g. Aurora web transcript) along with the Departmental Permission Form to the Department Head, Professor Steven Zheng steven.zheng@umanitoba.ca and copy the Department Administrator, Patti Tait Patti.Tait@umanitoba.ca on the email.
4. The student must e-mail Professor Steven Zheng, Head, Department of Accounting and Finance, with the details of the request and why they think they are justified to have the waiver.
***NOTE: The subject line of the email should read as follows: “Prerequisite Waiver.”

Send the email to: steven.zheng@umanitoba.ca

5. Professor Zheng will read the student’s e-mail, look at the student’s academic history, and decide whether or not the prerequisite waiver is granted. If the prerequisite waiver is granted, Professor Zheng will sign the Departmental Permission Form.
6. Professor Zheng must be the one who signs all Departmental Permission Forms for the Department of Accounting and Finance.
7. It is the student’s responsibility to follow-up with the Department of Accounting and Finance to determine whether or not the prerequisite waiver has been granted.
8. The Department of Accounting and Finance will email the signed Departmental Permission Form back to the student, who will be responsible to email the signed form to the Academic Advising Office in their home faculty (the signed form for **Asper students** will be emailed to the Asper Undergraduate Program Office b_comm@umanitoba.ca).

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