

## **Requesting a Prerequisite Waiver for a Department of Marketing Course (MKT)**

1. The student may print off the “Departmental Permission Form” from the Asper Undergraduate Program web site:  
<https://umanitoba.ca/asper/student-experience/academic-policies-and-procedures#prerequisite-waiver-request-process-and-forms>
2. The student must complete Section A. of the Departmental Permission 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, Sandeep Arora [Sandeep.Arora@umanitoba.ca](mailto:Sandeep.Arora@umanitoba.ca) and copy the Department assistant, Tracy Leung [Tracy.Leung@umanitoba.ca](mailto:Tracy.Leung@umanitoba.ca) on the email.
4. The student must e-mail Professor Sandeep Arora, Department Head, Marketing, with specific details of the request, i.e.: A) State specifically which course you want to register for, and which prerequisite you are missing. B) State specifically when are you planning to take the prerequisite course that you are missing. C) Include your reasons for why you think you are justified to have the waiver. \*\*\*\*NOTE: The subject line of the email should read as follows: “Prerequisite Waiver.”  
  
Send the email to: [Sandeep.Arora@umanitoba.ca](mailto:Sandeep.Arora@umanitoba.ca)
5. Professor Arora 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 Arora will sign the Departmental Permission Form.
6. Professor Arora must be the one who signs all Departmental Permission Forms for the Department of Marketing.
7. It is the student’s responsibility to follow-up with the Department of Marketing to determine whether or not the prerequisite waiver has been granted.
8. The Department of Marketing will email the signed Departmental Permission Form back to the student, who will be responsible to email the signed form to the Program Advisor in their home faculty (the signed form for Asper students will be emailed to the Asper Undergraduate Program Office [b\\_comm@umanitoba.ca](mailto:b_comm@umanitoba.ca) ).

Last updated July 17, 2024

THE UNIVERSITY OF MANITOBA  
 ASPER SCHOOL OF BUSINESS  
**DEPARTMENTAL PERMISSION FORM**

**Section A: This section is to be completed by the *STUDENT* and emailed to the *DEPARTMENT HEAD* for approval. After Section B has been completed by the Department Head, the student must email the signed form to the Academic Advising Office in the student's home faculty **NO LATER THAN 4:00 P.M. ON THE FINAL DATE FOR REGISTRATION REVISIONS** for the term indicated. Consult the appropriate Academic Schedule for specific dates.**

Name: \_\_\_\_\_  
(Last Name) (Given Name)

Student Number: \_\_\_\_\_ Faculty: \_\_\_\_\_

Fall 20 \_\_\_\_

Winter 20 \_\_\_\_

Summer 20 \_\_\_\_

Course Code: \_\_\_\_\_ Section: \_\_\_\_\_ (One course per form please.)  
 (example: ACC 1100)

**Section B: This section is to be completed by the *DEPARTMENT HEAD* no later than the final date for registration revisions for the term indicated. Consult the appropriate Academic Schedule for specific dates.**

The Department/Program of \_\_\_\_\_ authorizes registration for the above noted student in the above noted course as follows:

Notwithstanding the lack of appropriate prerequisite

Notwithstanding the lack of appropriate co-requisite

Year in Program ("CLASS" override)

Written consent required

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Head)

**Section C: For non-Asper students, this section is to be completed by the *ACADEMIC ADVISING OFFICE* of the student's home Faculty/School. For Asper students, this section is to be completed by the Asper Undergraduate Program Office; please email the signed form to: **B\_Comm@umanitoba.ca****

Advisor \_\_\_\_\_ Date \_\_\_\_\_ Comments: \_\_\_\_\_

Space Assigned by \_\_\_\_\_ Date \_\_\_\_\_