

Civil Engineering**Special Permission Form**

The Department of Civil Engineering authorizes:

Name: _____ **Student Number:** _____

Phone Number: _____ **UofM Email:** _____

Student's Faculty/Dept: _____ **GPA** _____

To register in the following Term:

20____ Fall Term (Sept)

20____ Winter Term (Jan)

20____ Summer Term

Course: _____ **Lecture Section:** _____ **CRN:** _____

Lab Section: _____ **CRN:** _____

Notwithstanding **space availability**. (for engineering courses only)

Notwithstanding the **lack of appropriate prerequisite/corequisite** (for engineering courses only). Please list missing courses: _____.

As a **course equivalent** for Course no: _____.

Permission to take an engineering course while registered in another faculty.
(override **college restriction**) Students must meet all pre and/or corequisite requirements.

Other _____

Signed: _____ Date: _____
(Department Head)

Signed: _____ Date: _____
(Student Advisor)

Faculty Guidelines:

It is NOT the policy of the Faculty to waive prerequisite requirements or to allow a student to substitute course equivalents; however, it is recognized that in UNUSUAL circumstances it is in the best interest of the student to do so. Any waiver of pre or corequisite(s) course(s) **must** have department head approval.



Civil Engineering
Special Permission Form Instructions

Students requesting special permission must submit the following:

1. Completed Special Permission form (previous page).
2. A written letter addressed to the Department Head of Civil Engineering, explaining your situation. Explain why you did not take the prerequisite course in a previous year, and why you need to take it now.
3. Using a list of courses that you have yet to complete for your degree, create a proposed plan that will enable you to complete the degree successfully. The schedule should be typed, and list courses by term.

Please email the completed form with your letter and proposed schedule to:
ce_undergrad@umanitoba.ca.

The Department Head and/or the course instructor will review your situation, and you will be contacted by a student advisor.