

## 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:  
<http://umanitoba.ca/asper/programs/undergraduate/academic-matters.html>
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 Elder  
[Tracy.Elder@umanitoba.ca](mailto:Tracy.Elder@umanitoba.ca) on the email.
4. The student must e-mail Professor Sandeep Arora, Department Head, Marketing, 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: [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 10, 2020

