

Requesting a Prerequisite Waiver for a Department of Business Administration Course (ENTR, GMGT, HRIR, INTB, LEAD)

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 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, Dr. Jijun Gao Jijun.Gao@umanitoba.ca and copy the Department Assistant, Qiao Xu Qiao.Xu@umanitoba.ca on the email.
4. The student must e-mail Dr. Jijun Gao, Head of the Department of Business Administration, 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: Jijun.Gao@umanitoba.ca

5. Dr. Gao 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, Dr. Gao will sign the Departmental Permission Form.
6. Dr. Gao must be the one who signs all Departmental Permission Forms for the Department of Business Administration.
7. It is the student’s responsibility to follow-up with the Department of Business Administration to determine whether or not the prerequisite waiver has been granted.
8. The Department of Business Administration 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).
9. Exception: GMGT 4010 Administrative Policy – the Asper Undergraduate Program Office makes all decisions regarding prerequisite overrides.

Last updated July 10, 2020

