

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

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, Professor Steven Zheng [steven.zheng@umanitoba.ca](mailto:steven.zheng@umanitoba.ca) and copy the Department Administrator, Patti Tait [Patti.Tait@umanitoba.ca](mailto: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](mailto: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 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

THE UNIVERSITY OF MANITOBA  
FACULTY OF MANAGEMENT  
**DEPARTMENTAL PERMISSION FORM**

**Section A: This section to be completed by the *STUDENT* and presented to the *INSTRUCTOR (if required) and DEPARTMENT HEAD* for approval. Once Section B has been completed by the Instructor and Department Head, this form must be presented to the Student's Dean's Office **NO LATER THAN 4:30 P.M. ON THE FINAL DATE FOR REGISTRATION REVISIONS** for the session 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 to be completed by the *INSTRUCTOR (if required) and DEPARTMENT HEAD no later than the final date for registration revisions for the session 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: \_\_\_\_\_  
(Instructor)

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

**Section C: This section to be completed by the *DEAN/DIRECTOR'S REPRESENTATIVE* of the student's Faculty/School.**

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

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