

**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 some 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.

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## 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. Include the rationale for your request.
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](mailto: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.