

(PLEASE PRINT)

**Family Name** \_\_\_\_\_ **Concordia I.D. Number** \_\_\_\_\_

**First Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
DAY MONTH YEAR

**E-mail** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  
AREA CODE

In order to register for certain courses, students must demonstrate to the University that they have fulfilled all required prerequisites at the Secondary or Post-Secondary (Non-CEGEP) level. In such instances, the academic department or faculty (based on the information below) offering the desired course must grant permission for a prerequisite waiver. Courses completed more than ten years ago may not be considered.

**Studies Completed at Secondary or Post-Secondary Institutions (Non-Cegep):**

<i>COMPLETED BY STUDENT</i>				<i>CONCORDIA USE ONLY</i>	
<b>Concordia course you wish to take</b>	<b>Concordia prerequisite you wish to have waived</b>	<b>Course on your transcript which you think is equivalent</b>	<b>Institution</b>	<b>Concordia decision</b>	<b>Date coded</b>
<i>Example:</i> Math 205	Math 203	Math 43G	Candor University		

**Email your completed form, a transcript indicating grades, and official course outline to the appropriate Faculty/Department:**

**Faculty / School**

Arts and Science (including Education)  
 John Molson School of Business  
 Gina Cody School of Engineering and Computer Science  
 Fine Arts

**Email Contact**

[Arts & Science contacts for prerequisite waiver forms](#)  
[study.jmsb@concordia.ca](mailto:study.jmsb@concordia.ca)  
[sas-front-desk@encs.concordia.ca](mailto:sas-front-desk@encs.concordia.ca)  
[finearts.sas@concordia.ca](mailto:finearts.sas@concordia.ca)

**Please Note:**

- As most Fine Arts courses are restricted to Fine Arts students, please contact the Faculty's Student Academic Services at [finearts.sas@concordia.ca](mailto:finearts.sas@concordia.ca) for further information.
- All Visiting students must submit the prerequisite waiver form to the Email address of the Student Affairs Office or Department (Ex. Arts & Science) of the Faculty offering the course.
- Any prerequisite course waivers you receive as an Independent or Visiting student will be re-evaluated upon admission to a regular University degree program or certificate.
- Approval of prerequisite course waivers does not guarantee availability of desired course(s).

**Requests submitted within five (5) working days of the final registration date (DNE) of the respective term may not be processed in time to register for the desired course(s).**

Comments (*office use only*):