

School of Sustainable Energy Engineering
Policy for Course Prerequisite Waiver Appeals

November 2020

Introduction

This policy articulates the criteria that will be utilized within the School of Sustainable Energy Engineering for the consideration of course prerequisite waiver appeals. The policy considers two different scenarios, 1) the student intends to waive the prerequisite, based on their existing knowledge of the course, and 2) the student has not succeeded in acquiring the minimum requirements of the prerequisite course in the first attempt, and intends to retake the course as corequisite.

Criteria

When considering a prerequisite waiver appeal, depending on the above-mentioned scenarios, the following criteria will be considered:

- 1) Prerequisite waiver based on existing knowledge of the course material
 - a. Proof of successfully finishing an equivalent course in other institutes, in which case the student should make the appeal for *Course Substitution/Waiver Appeal*, or
 - b. Demonstrated expertise in the requested prerequisite course subjects, e.g. first author of a relevant peer-reviewed publication, or minimum one year of relevant industrial experience
- 2) Prerequisite waiver to retake the course as corequisite
 - a. Students who withdraw from the prerequisite course are not eligible to make the appeal for prerequisite waiver.
 - b. No less than D-grade in the failed prerequisite course, and
 - c. Good academic standing with minimum CGPA 2.67, and
 - d. Approval from the instructor of the course, for which the prerequisite is being waived, and
 - e. Consent to the fact that, in case of the appeal approval, the student cannot register in follow-on courses unless they pass both the corequisite, and the course for which the prerequisite is waived.

Process

The appeal should be submitted online via CourSys, form available [here](#). The request will be reviewed by the school UCC chair and the student will be informed of the final decision.

Along with the appeal, in scenario 1, the student should submit one of the following:

- Official transcript, and the equivalent course outline/syllabus of the equivalent course (as mentioned above, in this case the *Course Substitution/Waiver Appeal* option should be selected in the form), or
- Proof of competency, e.g. a copy of the publication, or submitted work portfolio in the relevant industry plus the contact information of the direct supervisor or another reference who can confirm the relevant publication/work experience.

In scenario 2, the following documents should be submitted with the appeal:

- Advising SFU transcript, and
- Proof of approval from the instructor of the course for which the prerequisite is being waived, e.g. a letter or an email.