

COURSE APPROVAL FORM

Use this form to: Apply for course approval for courses outside of the Faculty of Engineering

Instructions:

1. Complete sections 1 and 2, sign and obtain supervisor's signature in section 3
2. Attach a copy of the course syllabus and a detailed marking scheme
3. Submit the form, syllabus, and detailed marking scheme to the Administrative Coordinator, Graduate Studies for the Associate Chair, Graduate Studies to review

All courses outside of the Faculty of Engineering should be approved prior to enrolling. Courses approved for graduate credit must have a minimum contact time of 36 hours. The course approval form does not need to be submitted for courses that are being audited or taken as extra to degree.

Section 1: Student information

University of Waterloo student identification number: _____
 Last name: _____ First name: _____
 Campus email: _____ Program: _____
 Admit term: _____ Supervisor(s): _____

Section 2: Course details

Course title: _____ Course number: _____
 Course term: _____

Course has ≥ 36 hours of contact time Yes No

List any other courses taken outside of the Faculty of Engineering:

_____ Approved Yes No
 _____ Approved Yes No
 _____ Approved Yes No

Section 3: Comments, approvals, and signatures

Rationale for taking course: _____

Student signature: _____ Date (mm/dd/yy) _____
 Supervisor signature: _____ Date (mm/dd/yy) _____

Office Use Only:

Syllabus and marking scheme attached Yes No
 Course has been previously approved Yes No
 Notes: _____

 Graduate officer: _____ Date (mm/dd/yy) _____