Core Course Rescheduling/Replacement Form

Department of Electrical and Computer Engineering
University of Waterloo
Waterloo, Ontario, Canada N2L 3G1
Fax: +1 519 746 3077
Web: www.ece.uwaterloo.ca

Instructions
1. Print in block capital letters.
2. Complete the appropriate section(s) and sign the form.
3. Schedule an appointment with your Academic Advisor to discuss and possible approve this request.

UW Student ID Number	Surname	Given Names(s)

E-mail	Faculty/Plan ☐ Computer Engineering ☐ Ellectrical Engineering
Student's Signature	Date

There are a number of reasons why you may need to either reschedule or replace a Core Course from a particular Academic Term. The following three reasons do not require you to fill out this form:

1. You failed the Core Course and are re-taking the same course during another Term.
2. You took an Exchange Term during which you could not take an equivalent course and you are taking the Core Course during another Term.
3. You have successfully requested to have a reduced course load.

Otherwise, check the appropriate box(es) as appropriate for your request and fill in the requested details.

☐ **Taking a Course Required for an Option or Minor**
If you are taking an Option or a Minor and are required to take a specific course during an Academic Term which conflicts with a Core Course and you cannot complete the Option or Minor without taking the course at that point, you may request that your Core Course be rescheduled to another Term.

	Subject	**Catalog Number**	**Title**	**Scheduled Time**
Core Course				
Option/Minor Required Course				

Attach justification why the other course is required and when you propose to reschedule the Core Course. If you are proposing to replace the Core Course, you must also fill out the next section.

☐ **Replacing a Core Course**
If you either failed a Core Course or could not take a Core Course during the default Academic Term (either because of 4 above or because you were on an Exchange Term) and would like to propose taking an alternate course as a substitute, list the Core Course and your proposed alternate course here.

	Subject	**Catalog Number**	**Title**	**University**
Core Course				**UW**
Proposed Alternate Course				

Attach a description of the Core Course and the proposed alternate course.

Departmental Approval _____ Date _____