

Instructions for petitioning to have specific courses accepted as Peace and Conflict Studies approved courses

Students who are enrolled in a PACS plan are required to successfully complete a specified number of peace and conflict studies approved courses from different disciplines. At times students find it difficult to enroll in a sufficient number of courses due to scheduling conflicts or the limited number of approved courses that are offered by some participating departments. In addition, students sometimes find that their particular interest in PACS, and their proposed academic concentration, does not completely mesh with the approved list of courses.

To better serve students, authority is given by the University of Waterloo Calendar to grant exceptions “where students find the list inadequate for their needs.” In such cases, “students may petition the PACS Administration to have specific courses accepted as Peace and Conflict Studies approved courses.”

Given the limited discretion given by the Calendar to grant exceptions to the approved list, the PACS Administration suggests that students who desire to seek permission to count non-approved courses as peace and conflict studies approved courses, prepare and submit a petition that contains the information described below. The PACS Administrative committee will be better able to review and respond to petitions that are complete and **which address each** of the following matters:

- The reason for your request.
- Describe how the topic of the proposed course relates to the study of PACS. The course should include a significant inter-personal, inter-group or international conflict or international development component.
- Describe the work you expect to do (or have done) in the proposed course that relates to the overall topic of PACS, list readings you will do (or did) that contain a PACS theme and describe assignments you will complete or attach copies of assignments that you have completed that contain a PACS theme. Include any other information that you think will help the Committee evaluate the appropriateness of the request.
- Attach a course syllabus.
- Describe how the proposed course fits within your academic interests.

Petitions should be addressed to the PACSAG Committee and submitted to the attention of the Director of Peace and Conflict Studies, Conrad Grebel College, Waterloo, Ontario N2L 3G6. Once your petition is received, it will be considered at the next PACSAG Committee meeting which occurs on a monthly basis. Your petition should include your name, student ID number, and information concerning how you can be contacted if more information is needed (address, phone, or e-mail address).

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