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

Students enrolled in a PACS plan are required to 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 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. It is best to submit a petition before enrolling in the course as there is no guarantee that a request will be approved and students may need to select a different course that will fit their degree requirements.

PACS Administration will be better able to review and respond to petitions that are complete and that 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 in the proposed course that relates to the overall field of PACS, list readings you will do that contain a PACS theme, and describe assignments you will complete that contain a PACS theme. Include any information that you think will help the committee evaluate the appropriateness of the request.
- Describe how the proposed course fits within your academic interests.
- Attach a course syllabus.

Petitions should be addressed to the Peace and Conflict Studies Undergraduate Officer and submitted to them by email. Once your petition is received, it will be considered by the PACS Administrative Group (PACS AG) which is the administrative oversight and decision making body for the department. 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 email).

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