

Course Approval Request Form for Graduate Students

This form is required for courses taken outside the degree institute, at 4000 level, or as an exchange.

Course approvals are recommended to be done prior to the beginning of the term

Information

Courses taken outside the Institute (i.e. Civil or Environmental) will not count towards the degree requirements unless approved by the adviser/supervisor, the institute director or associate director of the institute and the Departmental Associate Chair (graduate affairs). In all programs, at least one half of the course work must be taken from the Institute (i.e. Civil or Environmental).

Restrictions

With approval up to 1.0 credit may be selected at the undergraduate level i.e. courses at the 4000 level (for Master's only).

Exception: For Civil institute program, Civil Engineering courses at the undergraduate level will not be accepted towards the graduate degree requirements.

Exchange courses: taken at other universities including out of institute courses at the University of Ottawa. Ensure you complete and attach the exchange form for registration.

It is your responsibility to ensure you have got the necessary approvals and have met the required course requirements for your program.

(Please attach a copy of your current academic audit)

Student Information

Date: _____

Student Name : _____

Student Number: _____

Degree sought: (check one) PhD MAsc MENG: Project Coursework

Program Institute: (check one) Civil Engineering Environmental Engineering

Student Signature: _____

Course Information

Registration term: _____

(You need to fill out another request form if you have more than 2 requests for course approvals)

Request 1: Course subject/number: _____

Request 2: Course subject/number: _____

Course Title: _____

Course Title: _____

Course Description: _____

(additional information maybe attached) _____

Signatures

1. Supervisor/Advisor Name: _____

Supervisor/Advisor Signature: _____

Request 1 recommended: Yes No

Request 2 recommended: Yes No

Comments: _____

2. Institute approval (supervisor/advisor please check relevant institute):

(Civil) OCICE

(Environmental) OCIENE

Name: _____

Signature: _____

Date: _____

Request 1 recommended: Yes No

Request 2 recommended: Yes No

Comments: _____

Departmental Office Use Only

(submit completed forms for departmental approval, ME 3452)

Request 1 Approved Request 2 Approved

General conditions: approved courses can count towards degree requirements only if the final grade is B- or higher.

Comments _____

Request 1 Denied Request 2 Denied

Reason _____

Authorized Departmental Name _____

Authorized Departmental Signature _____

Date: _____