

Petition for Waiver of the Progression Requirements

INSTRUCTIONS

Normally, the only grounds for you to request a waiver of progression requirements consist of your having experienced major problems, which arose during the academic year, and which were **outside your control**. These problems could have been medical, legal, family, etc., and they **must be supported by documentation**.

The problems must have been severe enough to have had a drastic effect on your performance in your various evaluated assignments. You should be able to show that you acted expeditiously and that you made every possible effort to mitigate the effect of the problems at the time at which they occurred. A waiver of progression requirements will not be granted if you could have sought academic accommodation at the time at which the problem occurred.

If you feel that your circumstances warrant such consideration, please follow the procedure outlined below. The petition **MUST** be typewritten. Be brief, but be sure to include all relevant information.

DEADLINE

If you are required to withdraw as a result of your marks at the end of April, you must submit your petition by **June 30th**. *This deadline will be strictly enforced.*

If you are required to withdraw as a result of a Summer Session (Intersession, Summer Evening, or Summer Day), you must submit a petition *within 30 days of your marks being available on the web*.

Please answer all questions in the order listed below. (Personal information is held in strict confidence.)

1. What were the extenuating circumstances which contributed **most significantly** to your poor academic performance during the past academic year?

When did the problem(s) arise?

Supporting documentation **must** be submitted with this petition.

2. What attempts did you make, at the time you were encountering these problems, to contact your instructors, Academic Counsellors, the staff in the Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?

Did you ask your Dean's Office for any special arrangements or permissions at the time you were experiencing the major problems?

What steps did you take to minimize the impact of your difficulties on your academic work?

Approximately what percentage of classes did you attend in each course?

What assignments/tests/labs/quizzes/exams did you complete in each course?

Please record the grades you received for each assignment/laboratory/test/quiz/exam etc. in each course. If you failed to complete all the course requirements, explain and provide reasons.

Please list the final grade earned in each course which you passed during the past academic year.

3. Why do you think you would be successful in University-level academic studies, if your petition were granted?

4. What are your academic goals?

What is your long-term degree/program objective?

In what specific program do you wish to register for the coming year?

What specific courses do you wish to take during the coming year?

NOTE: In (b) and (c), do not list the courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.

With your petition, you **MUST** enclose the appropriate supporting documentation.

It is strongly recommended that you make, and retain, copies of all information mailed to the Dean's Office. Originals of all documents are required by the Dean's Office.

It is your responsibility to ensure that your petition is complete and that you have responded to all of the questions listed on the form. Petitions will not be considered until complete. If you plan to transfer to another Faculty, we will forward your petition and related information to that Faculty, and they will make the decision.

Your petition should start with:

Your printed name **AND** student number

The address to which we should send our response.

Your petition should conclude with the following statement:

"I certify that the above information is true and complete."

Follow this by your ***Signature*** and the ***Date***.

One week after mailing your petition, you should contact the Deans Office to ensure that your petition has been received.

**NOTE: REGISTERED MAIL IS NOT DELIVERED TO THE FACULTY OF SCIENCE.
PLEASE SEND YOUR PETITION BY E-MAIL, FAX, REGULAR POST, OR BRING IT IN TO THIS
OFFICE.**

Mailing Address:

The Faculty of Science, Western Science Centre, Room 191
London, Ontario, Canada, N6A 5B7

Fax number: 519-661-3703

E-mail: aadasci@uwo.ca

Your complete petition must reach the Office of the Dean (addressed to the Associate Dean,
Academic) before JUNE 30th.