

# Guidelines for Preparing a Petition for a Dean's Waiver of Progression Requirements

## Faculty of Science

### Overview

A student who has been Required to Withdraw (RTW) from the University and whose academic standing has been jeopardized by serious medical or personal difficulties may appeal for a **Dean's Waiver of Progression Requirements**. This waiver is intended for students impacted by serious health issues or other circumstances beyond their control. If your situation was within your control or was not very serious, a waiver is unlikely to be granted. Your challenges, including medical, legal, or family issues, must be substantiated with documentation wherever possible.

Furthermore, these issues must have been severe enough to drastically impact your course performance. You should be able to demonstrate that you acted promptly and made every possible effort to mitigate the effects of these problems when they occurred.

Read these guides provided by the Office of the Ombudsperson before preparing your petition:

<https://uwo.ca/ombuds//pdf/probation.pdf>

[https://uwo.ca/ombuds//pdf/deans\\_waiver.pdf](https://uwo.ca/ombuds//pdf/deans_waiver.pdf)

If you believe your circumstances warrant such consideration, follow the procedure outlined below.

### Appeal Instructions

Please answer these questions in the order listed below.

1. **Extenuating Circumstances**

What were the extenuating circumstances that most significantly impacted your academic performance during the past academic year, and when did these problems occur?

- Reflect on what was within your control and what was beyond your control.
- Attach all available supporting documentation with your petition.

2. **Actions Taken**

What steps did you take to get help when you were facing these problems, e.g., reaching out to your instructors, [Academic Advising](#), [Learning Development & Success](#), medical professionals, or any other support? If you did not reach out to anyone for help, why not?

3. **Academic Plan**

How will you approach your studies differently to ensure success if granted a Dean's Waiver?

Which program (department) in the **Faculty of Science** do you intend to enroll in next year? If you are having major challenges with courses in the subject area you wish to pursue your degree in, you must propose an alternative program.

## Additional Information (Faculty Transfer)

If you are currently enrolled in the Faculty of Science **but wish to transfer to another faculty** (e.g., Social Science, Arts and Humanities), submit your petition for a Dean's Waiver **with a request for Faculty Transfer to the faculty where you intend to enroll next year**. Follow the guidance provided by that faculty and clearly state that you are petitioning for a Dean's Waiver **with a Faculty Transfer** (out of Science). You may still separately submit a petition to the Faculty of Science for a Dean's Waiver, but your proposed study plan **MUST** be toward a degree in Science.

If you are required to withdraw from the university and **are NOT currently enrolled in the Faculty of Science but wish to transfer to it**, use this form. Clearly state that your petition for a Dean's Waiver includes a request for Faculty Transfer to the Faculty of Science. Your proposed study plan must aim toward earning a degree in Science.

Students in both scenarios will find the [guide](#) on the [Office of the Ombudsperson](#) website helpful for understanding the process of Faculty Transfer.

## Deadline

If you are required to withdraw due to poor marks at the end of April, you must submit your petition via email by June 30 or within 7 days after receiving the RTW email notice from the Faculty of Science Academic Advising Office, whichever date is later. This deadline is strictly enforced.

If you are required to withdraw due to poor performance in a Summer Session (Intercession, Summer Evening, or Summer Day), you must submit a petition within 30 days of your marks being available online.

## Submission Instructions

Attach all relevant supporting documentation with your petition. If you have multiple files to submit, combine them into one PDF file. A quick internet search can show you how to merge PDF files.

It is your responsibility to ensure you have followed the instructions in this guide and answered all questions. An incomplete petition may decrease your chances of obtaining the Dean's Waiver, or at least delay the decision and your course registration.

### Submit your petition with supporting documents in one email to:

Prof. K. Yeung  
Associate Dean (Academic), Faculty of Science  
[aadasci@uwo.ca](mailto:aadasci@uwo.ca)

After sending your petition, make sure your email was not bounced back, e.g., due to a typo in the email address. Please be patient while waiting for a response. We typically receive a large number of petitions around the deadline, and it can take 2 to 3 weeks to process them. If you have not heard from us within 3 weeks of your submission, please send us another email.