



REQUEST FOR SPECIAL PERMISSION 2025-2026

NOTE: Once special permission is approved, students may not use the reason for the special permission as the basis of an academic appeal. Students formally **Auditing** a course must attend at least 80% of classes, irrespective of whether the classes are delivered synchronously or asynchronously. The Audit Attendance form is at https://law.uwo.ca/current_students/student_services/PDFs/Audit_Attendance_Form.pdf

Student's Name: [print] _____

Email: _____

Student Number: _____

Term to which special permission applies: ☐ Fall ☐ January Intensive ☐ Winter

Seeking permission to [check the appropriate box below]:

- ☐ **Maintain a timetable conflict between two courses** [max. 30 minutes; list course name and number]
Course 1 _____ and Course 2 _____
Details of conflict: _____
- ☐ **Maintain course overload** [details]: _____
- ☐ **Waive prerequisite of** [course] _____ **for** [course] _____
- ☐ **Waive co-requisite of** [course] _____ **for** [course] _____
- ☐ **Audit** [course name and number] _____
- ☐ **Other** _____

Please provide the reason for your request, and supporting information:

Student's Signature: _____

Date: _____

Course 1 Instructor's Name: _____

Instructor's Signature: _____

[or attach copy of email]

Date: _____

Course 2 Instructor's Name: _____

Instructor's Signature: _____

[or attach copy of email]

Date: _____

Instructions: Complete the form and attach email correspondence as required or save it all as a PDF with filename "Special Permission – [your name]." Deliver the form to the Admin Office (room243) or email to Shane Chelladurai schella@uwo.ca.

Deadlines:

Fall Term

Monday, September 8, 2025 at 4:00 pm

Winter Term:

Thursday, January 15, 2026 at 4:00 pm

OFFICE USE ONLY

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Approved by _____ | Course #: _____ | PS Class #: _____ | <input type="checkbox"/> Enrolled Audit: _____ |
| <input type="checkbox"/> Returned for revision | <input type="checkbox"/> Comments in PS by: _____ | <input type="checkbox"/> Audit in OWL: _____ | |
| <input type="checkbox"/> Rejected by _____ | <input type="checkbox"/> Notified student on [date] _____ | by: _____ | |