REQUEST FOR SPECIAL PERMISSION

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 80% of classes, obtain the instructor’s signature on an attendance form and submit the form at the end of term.

Student Name: [please print] ____________________________________________

Email: ___________________________@uwo.ca  Student #: ____________________

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 [list course name and number]
  Course 1 ___________________________  and Course 2 ___________________________
  Details of conflict: ______________________________________________________________

☐ Maintain course overload

☐ 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: ___________________________  Date: ___________________________.
[or attach copy of email]

Course 2 Instructor’s Name: _____________________________________________

Instructor’s Signature: ___________________________  Date: ___________________________.
[or attach copy of email]

Please return the completed form to Student Services c/o the Admin Office, room 243

Deadlines:

Fall Term: Tuesday, September 10, 2019 at 4:00 pm
January: Tuesday, January 7, 2020 at 4:00 pm
Winter Term: Friday, January 31, 2020 at 4:00 pm

Dean’s Office Signature: ___________________________  Date: __________________________

OFFICE USE ONLY:

☐ Approved by _____  Course #: __________  PS Class #: __________
☐ Returned/Revision  ☐ Comments in PS: ______  ☐ Audit in OWL: ______  ☐ Enrolled Audit: ______
☐ Rejected  ☐ Notified student on: ______ by: ______