



REQUEST FOR SPECIAL PERMISSION 2022-2023

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: [@uwo.ca] \_\_\_\_\_ 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: \_\_\_\_\_ Date: \_\_\_\_\_
[or attach copy of email]

Course 2 Instructor's Name: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
[or attach copy of email]

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 12, 2022 at 4:00 pm
January Intensive: Monday, January 9, 2023 at 4:00 pm
Winter Term: Thursday, February 2, 2023 at 4:00 pm

OFFICE USE ONLY

- Approved by \_\_\_\_\_ Course #: \_\_\_\_\_ PS Class #: \_\_\_\_\_ Enrolled Audit: \_\_\_\_\_
Returned for revision  Comments in PS by: \_\_\_\_\_ Audit in OWL: \_\_\_\_\_
Rejected by \_\_\_\_\_ Notified student on [date] \_\_\_\_\_ by: \_\_\_\_\_