REQUEST FOR SPECIAL PERMISSION
2020-2021

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.

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 scan it to PDF. Attach email correspondence as required. Name the file “Special Permission – [your name]” and email the PDF to Tigger Jourard tjourard@uwo.ca by the deadline.

Deadlines:
  Fall Term & January Intensive: Tuesday, September 15, 2020 at 4:00 pm
  Winter Term: Friday, January 29, 2021 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: __________