



WAIVER OF THE PROGRESSION REQUIREMENTS (For students who have been Required to Withdraw from the University)

DEADLINE FOR SUBMISSION: June 30th yearly (unless otherwise posted, or within 15 days of being notified of the required to withdraw status by the Registrar's Office).

EMAIL COMPLETED DEAN'S WAIVER FORM & SUPPORTING DOCUMENTATION TO: ann.seabrook@uwo.ca

Surname:

First name:

Student number:

Western email:

(this is where we will email the decision)

Phone number:

Program/Year

Home Department

Home Faculty

Normally, the only grounds for you to appeal a progression or an admission decision consists of you having experienced major problem(s), which arose during the academic year and which were **outside your control**. These problems could have been medical, legal, family, etc., and they **must be supported by appropriate documentation**. In order for you to request a special concession, such as a waiver of the progression or admission requirements, the problems **must have been severe enough to have significantly detracted your academic performance** in your various evaluated assignments. Waiver of the Progression Requirements are normally granted only in exceptional circumstances and it is not the usual practice in the Faculty of Social Science to grant more than one waiver over a student's undergraduate studies.

If you believe that your circumstances warrant consideration for you to be allowed to progress or be admitted into the program, please follow the procedure outlined below. Please read through the entire form before you answer any of the questions. Include all relevant information. (Personal information is held in confidence.)

Please note that you are required to sign (or virtually sign) this form indicating that the information you have submitted is true and complete. If additional documentary evidence is brought to our attention after the Dean's Office has made a final decision on your request for a waiver, the onus is on you to explain why the new evidence is significant and relevant, and why it was not included with your original appeal.

With your request, you **must** attach all the appropriate supporting documentation in **one email submission**.

It is your responsibility to ensure that your request is complete and that you have responded to all of the questions listed on the form, and that it is well organized. Requests will not be considered or acknowledged until complete. If you plan to transfer to another Faculty, we will forward your request and related information to that Faculty, and they will make the decision.

"I certify that the above information and the responses to the questions below are true and complete."

Signature:

Date:

OR ☐ check box to serve as your signature

IN YOUR REQUEST, YOU MUST ADDRESS ALL OF THE FOLLOWING QUESTIONS:

1. What were the extenuating circumstances that contributed **most significantly** to your poor academic performance? When did the problem(s) arise? Appropriate supporting documentation (e.g., medical note from a doctor to document problems, or a letter from a family member or close personal friend to support compassionate grounds) **must** be submitted with the appeal.
2. Which course(s) were most difficult for you? Did you also experience academic challenges with your course(s) (e.g., did not understand the course material, did poorly on exams, extenuating circumstances got in your way of studying)? Briefly explain. Please provide the date of your assignments/assessments in each course you completed during the previous academic year, the mark you received on each assessment and its contribution to your final mark. A suggested format is this:

Course Number and Name

Sept 30	Assignment 1	7/10	10% of final mark
October 20	Quiz	0/10	10% of final mark
Oct 30	Major Essay	80%	30% of final mark
Etc.			

Course Number and Name

Sept 20	Quiz
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3. When and who, at Western, did you contact in response to the issues that were detracting from your academic performance (e.g., your instructors, Academic Counsellors, the staff in the Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services)?
 - a) What academic accommodation(s) did you request and receive at the time you were experiencing these problems?
 - b) What steps did you take to minimize the impact on your academic work of the difficulties that you were encountering?
 - c) Approximately what percentage of classes did you attend in each course?
 - d) If you were able to do anything differently, what would you do?
 - e) Is there anything else you wish to tell us about your responses? If yes, please do so.

You can provide emails that are organized in date order (older to most recent).

4. How do you think you would be successful, in University-level academic studies, if your request was granted?
5. What are your academic goals?
 - a) What courses have you completed that you really enjoyed (if any)?
 - b) What is your long-term degree/program objective?
 - c) In what specific program do you wish to register during the coming year?
 - d) What specific courses do you wish to take during the coming year?

NOTE: In (c) and (d), do not list courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.
