



Office of the Dean • Faculty of Social Science

The University of Western Ontario

Room 9438, Social Science Centre, London, Ontario, N6A 5C2

Telephone: 519 661-2053 - Fax: 519 661-3868

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

Surname: _____ First name: _____

Student number: _____ E-mail: _____

How would you like us to inform you of the decision? Email Regular mail

Address: _____ Telephone number: _____

_____ Postal Code: _____

City: _____ Province: _____

Normally, the only grounds for you to appeal a progression or an admission decision consists of your having experienced major problems 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 had a drastic effect on your 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.

If you feel that your circumstances warrant consideration for you to be allowed to progress or be admitted into the program, please follow the procedure outlined below. The appeal **must** be typewritten. 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 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.

NOTE: Students requesting a waiver of the progression requirements must do so in writing to the Dean of their Faculty by June 30. This deadline will be strictly enforced.

With your request, you **must** enclose the appropriate supporting documentation.

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. 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 is true and complete."

Signature: _____

Date: _____

One week after mailing your request, you should contact the Dean's Office to ensure that it has been received. **REGISTERED MAIL IS NOT DELIVERED TO THE SOCIAL SCIENCE CENTRE. PLEASE SEND YOUR REQUEST BY REGULAR MAIL.**

It is strongly recommended that you make copies of all information mailed to the Dean's Office. (Originals of all documents are required by the Dean's Office.)

APPLICATION DEADLINE: JUNE 30

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

What were the extenuating circumstances which contributed **most significantly** to your poor academic performance. When did the problem(s) arise? Appropriate supporting documentation (eg. 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. If you need more information regarding the submission of appropriate documentation, please contact the Dean's Office.

- (i) What attempts did you make at the time you were encountering problems that affected your academic performance to contact your instructors, Academic Counsellors, the staff in the Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?
- (ii) What academic accommodation did you request at the time you were experiencing major problems that were affecting your academic performance?
- (iii) What steps did you take to minimize the impact on your academic work of the difficulties that you were encountering?
- (iv) Approximately what percentage of classes did you attend in each course?
- (v) What assignments/tests/labs/quizzes/exams did you complete in each course?
- (vi) Please record the grades you received for assignments/labs/tests/quizzes/exams, etc. in each course. If you failed to complete all the course requirements, explain and provide reasons.
- (vii) Please list the final grade earned in each course in which you were registered during this past academic year.

3. Why do you think you would be successful, in University-level academic studies, if your request was granted?

4. What are your academic goals?
- a) What is your long-term degree/program objective?
 - b) In what specific program do you wish to register during the coming year?
 - c) What specific courses do you wish to take during the coming year?

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NOTE: In (b) and (c), 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.