

Guidelines for Preparing a Petition for a Dean's Waiver of Progression Requirements

(For students registered in the Faculty of Science only)

Instructions

Typically, the only reasons for requesting a waiver of progression requirements are major problems that you experienced during the academic year which were outside your control. These could include medical, legal, or family issues, among others, and must be substantiated with documentation.

These issues must have been severe enough to have drastically impacted your performance on evaluated assignments. You should be able to demonstrate that you acted promptly and made every possible effort to mitigate the effects of these problems when they occurred. Please note, a waiver will not be granted if you could have sought academic accommodation at the time the problem occurred.

If you believe your circumstances warrant such consideration, please follow the procedure outlined below. The petition **MUST** be typed. Be concise, but ensure you include all relevant information.

Deadline

If you are required to withdraw due to poor marks at the end of April, you must submit your petition via email by June 30. This deadline is strictly enforced. If you are required to withdraw due to poor performance in a Summer Session (Intersession, Summer Evening, or Summer Day), you must submit a petition within 30 days of your marks being available online.

Questions

Please answer all questions in the order listed below. All personal information will be kept confidential.

1. What were the extenuating circumstances which most significantly impacted your academic performance during the past academic year?
 - a. When did these problems occur?
 - b. Please attach all available supporting documentation to your petition.
2. What steps did you take to get help when you were facing these problems, e.g., reaching out to your instructors, Academic Counsellors, the staff at the Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?
 - a. Did you request any special arrangements or permissions from Academic Counselling or the Dean's Office during this challenging period?
 - b. What measures did you take to minimize the impact of your difficulties on your academic work?
 - c. Approximately what percentage of classes did you attend in each course?
 - d. What percentage of assessments (assignments/tests/labs/quizzes/exams) did you complete in each course? Provide reasons for not completing certain course requirements.
3. If your petition is granted, how will you approach your studies differently to ensure success?

4. What are your academic goals?
 - a. Which specific program in the **Faculty of Science** do you intend to enroll in for the coming year?
 - b. What specific courses do you wish to take during the coming year?
- NOTE: Do not list the courses or programs for which you are currently ineligible. Check the prerequisites for the program and courses you wish to take. If you are nearing graduation, perform a graduation check to confirm the remaining courses required to complete your degree.

With your petition, attach all relevant supporting documentation. If you have multiple files, it is highly recommended that you combine them into one PDF file. (If you are not sure how to do this, a quick internet search can help.)

Submit your petition with supporting documents in one email.

It is your responsibility to ensure your petition is complete and that you have answered all the questions. An incomplete petition may decrease your chances of obtaining the Dean's Waiver, or at least delay the decision and your course registration.

If you are currently in the Science but wish to transfer to another faculty (e.g., Social Science, Arts and Humanities), clearly state your intention in the petition. We will forward your petition and related information to the respective faculty for a decision. If your request is denied, you will be required to withdraw. If you still want the Faculty of Science to consider granting you a waiver, you must clearly say so and propose a study plan for a degree in Science. You may find this [guide](#) posted on the [Office of the Ombudsperson](#) website useful.

If you are NOT currently registered in the Faculty of Science, you are using the wrong form. This form is only for science students. Visit your home faculty's website to find information on how to petition for a Dean's Waiver.

Contact

Submit your petition by the deadline of June 30 via email to:

Prof. K. Yeung
Associate Dean, Academic
Faculty of Science
aadasci@uwo.ca

After sending your petition, make sure your email was not bounced back, e.g., due to a typo in the email address. Please be patient while waiting for a response. We typically receive a large number of petitions around the deadline, and it can take 2 to 3 weeks to process them. If you have not heard from us within 3 weeks of your submission, please send us another email.