



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: \_\_\_\_\_

[or attach copy of email]

Date: \_\_\_\_\_

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

Instructor's Signature: \_\_\_\_\_

[or attach copy of email]

Date: \_\_\_\_\_

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: \_\_\_\_\_