REQUEST FOR SPECIAL PERMISSION
2021-2022

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. The Audit Attendance form is at https://law.uwo.ca/current_students/student_services/PDFs/Audit_Attendance_Form.pdf

Student’s Name: [print] ______________________________________
Email: ____________________________________________
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 attach email correspondence as required or save it all as a PDF with filename “Special Permission – [your name].” Deliver the form to the Admin Office (room243) or email to Nathalia Acosta nacosta2@uwo.ca.

Deadlines:
Fall Term: Tuesday, September 14, 2021 at 4:00 pm
January Intensive: Monday, January 3, 2022 at 4:00 pm
Winter Term: Thursday, January 27, 2022 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: ________