



**FORMAL PETITION FOR DEAN'S WAIVER**

REVISED May 2023

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Academic Program: \_\_\_\_\_

Address:

Street (Apt. #) City Postal Code

UWO Email Address (required): \_\_\_\_\_

Personal Email Address (optional):

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

The normal grounds for the granting of a Dean's Waiver of Progression Requirements are medical or personal extenuating circumstances. The grounds for the petition must be supported by documented evidence and be shown to have had a significant effect on the student's ability to perform in his/her various evaluative assignments. For a waiver of progression requirements to be granted there must also be evidence that the student is now able to complete academic work satisfactorily.

If you feel that your circumstances warrant such consideration, please follow the procedure outlined below. **(The petition should be completed on a computer and printed. You are asked to number your responses, and/or quote the question and attach your sheets to this cover page.)**

**NOTE: This form with supporting documentation must be completed and submitted to [brescia@uwo.ca](mailto:brescia@uwo.ca) no later than 4:00pm on the last Friday of June.**

Students are encouraged to consult *Brescia University College: General Guidelines for Academic Relief* for Information on Brescia practices.

[https://brescia.uwo.ca/enrolment\\_services/docs/academics\\_relief\\_guidelines.pdf](https://brescia.uwo.ca/enrolment_services/docs/academics_relief_guidelines.pdf)

In addition, UWO Regulations are published in the UWO Calendar (Academic Rights and Responsibilities)

<https://www.westerncalendar.uwo.ca/index.cfm?SelectedCalendar=Live&ArchiveID>

**Don't forget to number your responses or quote the question!**

1. What were the extenuating circumstances that contributed *most significantly* to your poor academic performance? (In your own words, please describe the factors that contributed to your academic difficulties, including specific dates and timelines, as appropriate. Please cite the relevant documentation in this section, and either include it in this section as an attachment to the appeal or make reference to it as a file with the Registrar's Office at Brescia.)
  2. Considering the factors that contributed to your academic difficulties, in hindsight, what could you have done differently?
  3. What do you plan to do differently next year that will support your academic success?
  4. What are your academic plans with respect to:
    - a) Your undergraduate degree objective and, the module(s) you wish to be registered for in the upcoming academic year.
    - b) The specific courses you wish to enroll in for the upcoming academic year.
    - c) Your current strengths that can be engaged, and the resources on campus that you are committed to using, to ensure your academic success in the upcoming year?
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If additional documentation will be sent to the Vice-Principal and Academic Dean, please indicate the nature of that documentation:

**This application and all documentation must be received by email to [brescia@uwo.ca](mailto:brescia@uwo.ca) on or before 4:00pm the last Friday of June.**

Documentation should be addressed to:  
Associate Academic Dean  
Brescia University College  
1285 Western Road  
London, ON N6G 1H2

"I certify that the information I have submitted is true and complete."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date