Western & Engineering
Special Permission Form

PLEASE READ:
1. One special permission form is required per course.
2. In order to best counsel you, your professor may request a copy of your **academic record** (unofficial transcript). The Department and Academic Counsellor will review your **form and academic record** for final approval.
3. If by registering in this course it creates a **conflict**, you will need to also fill out a Course Conflict Registration Request Form.
4. If approved, special permission will be added to your record. Try adding the course first. If that doesn't work, **you** will need to **call the Student Central Help Line (519-661-2100) to register for the course before the deadline listed in the academic calendar.**

Name:	Student Number:
Western Email: @uwo.ca	**Term** (to which permission applies if applicable) *-Department Use Only-*
Program: (CBE/CE/CEE/EE/GPE/IE/MME/MSE/SE)	**Current year in program:**

I would like to   **ENROLL IN**   **REMAIN IN the following course** (*please check what applies*):

Course # (ex. CEE 2202a)	LEC SECTION #	LEC CLASS #	TUT SECTION #	TUT CLASS #	LAB SECTION #	LAB CLASS #

Reason for needing special permission:

	Do not have prerequisite(s)		List prerequisite(s):		
	Taking a course while taking the prerequisite(s)		List prerequisite(s):		
	Course restrictions/constraints (ie. course restricted to fourth year students)				
	Lecture is full		Lab is full		Tutorial is full	
	Unbalanced Load		Course Overload	Last year term average: _____% **(to be entered by Department)** Overloading by _____ credits	
	Using course as a technical elective for BESc program				
	Other – List:				

Conditions:

Not grounds for appeal Add other:

Additional Comments (will not appear on academic record)

Approvals:

Student Signature		Date
Instructor's Signature		Date
Department Signature		Date
Associate Dean (Undergraduate Studies) :	Added to Class Permissions?	Effective Date

(Student: By signing above, I agree to all conditions outlined on this form).