

## FORMAL PETITION FOR A DEAN'S WAIVER

First Year students: please address *typed* letter to Dr. L. Briens, Assistant Dean, First Year Studies  
Upper Year students: please address *typed* letter to Dr. Jeffrey T. Wood, Associate Dean, Undergraduate Studies

**DEADLINE: June 30<sup>th</sup> yearly**

|                                      |                           |                                |
|--------------------------------------|---------------------------|--------------------------------|
| <b>Name:</b>                         | <b>Student Number:</b>    |                                |
| <b>Western Email:</b><br><br>@uwo.ca | <b>Program (ECE, CEE)</b> | <b>Current Year in Program</b> |

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Normally, Dean's Waivers are only granted to students who have experienced major problems during the academic year that were out of their control. These problems are typically family, health- or legal-related, and must be supported by documentation. Medical problems must be submitted using a Student Medical Certificate form. To request a special concession, such as a waiver of the progression requirements, the severity of the problem must have demonstratively impacted academic performance. If your circumstances warrant such consideration, please request a Dean's Waiver by addressing *all* of the topics outlined below.

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**Strengths**

Please briefly describe something (e.g., an academic or personal success) you are proud of that occurred over the course of this past academic year.

**Challenges**

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 or as an attachment to the appeal.

**Making Use of Resources**

What steps did you take to minimize the impact of the problems on your academic work? (Include any use of University resources.)

What about this situation did you consider to be out of your control, and, in hindsight, what could you (and perhaps others) have done differently?

**Academic-Self Assessment**

During this academic year:

- a) What percentage of classes did you attend in each course?
- b) What assignments in each course did you fail to hand in – what were the reasons for this?

**Prepare a future Academic Plan**

This plan must include:

- a) Your undergraduate degree objective and, if you are in first year, the Engineering program you wish to be registered for in the coming academic year.
- b) The specific courses you wish to take in the coming academic year.
- c) Your current strengths that can be engaged, and the resources on campus are you committed to use, to ensure academic success in the coming year?

|                          |             |
|--------------------------|-------------|
| <b>Student Signature</b> | <b>Date</b> |
|--------------------------|-------------|