

Dean's Waiver of Progression Requirements Petition Form

Before You Submit This Form

You must read the Dean's Waiver Guide before completing this form. The Guide explains what a Dean's Waiver is, whether you are likely to qualify, and what you should do if you are not. It is available on the Faculty of Social Science Academic Advising website.

Part 1: Student Status

Check the statement that applies to you.

- ☐ I am currently enrolled in the Faculty of Social Science and wish to remain enrolled in Social Science.
- ☐ I have been Required to Withdraw and am not currently enrolled in the Faculty of Social Science, but wish to transfer into it.
- ☐ I am enrolled in the Faculty of Social Science but wish to transfer to another faculty. **I will NOT use this form. I must submit my petition to that faculty.**

Part 2: Student Information

Name:

Student Number:

Western Email:

Program and Year of Study:

Current Cumulative Average:

Number of Courses Completed at Western:

Number of Failed Courses on Record:

Part 3: Petition

Answer each question below in your own words. Be specific. Vague or general statements will not support your petition. There is no word limit, but quality and specificity matter more than length. Do not attach AI-generated text as your answers. The Dean needs to hear from you directly.

Question 1: What happened, and why is it no longer an issue?

Describe the specific circumstances that directly prevented you from performing at a satisfactory academic level. Address all of the following:

- What were the circumstances? When did they begin and how long did they last?
- How did they directly affect your ability to study and attend to your academic responsibilities?
- What steps did you take to seek help at the time, for example from Academic Advising, your instructor, a physician, or counselling services? If you did not seek help at the time, explain why.
- What has changed since then? How have these circumstances been resolved or effectively managed, and why do you believe they will not prevent you from succeeding in the coming year?

Documentation is required. Attach all supporting documentation. Circumstances that cannot be supported by documentation are very unlikely to be accepted.

Your response:

Question 2: When did you perform well at Western, and what was different then?

The Dean's Waiver is intended for students who have demonstrated they are capable of performing at a satisfactory academic level but experienced a specific setback. Identify a period in your time at Western during which you performed at a satisfactory level. Address the following:

- Which term or period are you referring to, and what were your grades during that time?
- What was different about your circumstances or approach to your studies during that period compared to when your difficulties occurred?

If you have struggled from your very first term at Western with no period of satisfactory performance, reflect carefully on whether this section applies to you before proceeding. The Dean's Waiver Guide can help you think this through.

Your response:

Question 3: What is your plan to reach good standing?

If the waiver is granted, you will be permitted to take at most 4.0 courses in the coming year. The Dean needs to see that returning to study is a realistic and achievable goal for you, not just your desire. Address all of the following:

- List the specific courses you plan to take if the waiver is granted.
- Address your understanding of the grades required to get back into good standing.
- Explain honestly why you believe this target is achievable for you, given your academic history.

Your response:

Part 4: Supporting Documentation Checklist

Check each item you are including in this petition.

- ☐ Physician letter or medical documentation
- ☐ Counselling or mental health Letter of Support
- ☐ Documentation of family crisis or compassionate circumstances
- ☐ Other (describe below)

*Photographic evidence is not appropriate and will not be accepted.

If you are missing documentation that you believe is obtainable, explain below what steps you are taking to obtain it and when you expect to have it.

Your response:

Part 5: Declaration

I confirm that all information provided in this petition is accurate, complete, and truthful. I understand that submitting inaccurate or misleading information is a serious matter. I understand that the decision to grant or deny a Dean's Waiver rests entirely with the Dean of the Faculty of Social Science and is final and not subject to appeal.

Signature: _____ Date: _____

Submission Instructions

Submit this completed form and all supporting documentation to:

ann.seabrook@uwo.ca

Subject line: Dean's Waiver Petition – [Your Full Name]

Deadlines:

Students requesting a Dean's Waiver of Progression Requirements must do so in writing to the Dean of their Faculty by June 30 (if required to withdraw at the end of the Winter term), or within 30 days of the posting of the notice of their probation or Required to Withdraw status from the Office of the Registrar.

Late submissions will not be reviewed unless exceptional circumstances, supported by documentation, prevented timely submission.

Faculty of Social Science Academic Advising

Social Science Center Room 2105

<https://ssc.uwo.ca/index.html>