



DEAN'S WAIVER APPEAL LETTER INFORMATION SHEET

In your appeal letter, you must address all of the following questions. Please do so using your own words, without the use of AI technology:

1. **What were the extenuating circumstance(s) which contributed most significantly to your poor academic performance? When did the problem(s) arise? Supporting documentation must be submitted with the petition.**
 - a. During the time you were encountering problems that affected your academic performance, what attempts did you make to contact your instructors; Academic Advisors; Accessibility, Counselling & Student Development; and/or Student Health Services?
 - b. Did you request academic consideration at the time you were experiencing major problems that were affecting your academic performance?
 - c. Did you assume responsibility to take steps to minimize the impact on your academic work from the difficulties you were encountering?
 - d. Approximately what percentage of classes did you attend in each course? Please note that we will be asking your instructors for attendance data.
 - e. What assignments/tests/labs/quizzes/exams did you complete in each course?
 - f. Please record the grades you received for assignments/tests/labs/quizzes/exams, etc. in each course. If you failed to complete all the course requirements, explain and provide reasons.
 - g. Please list the final grade earned in each course in which you were registered during the academic year.
2. **Please explain how the issues/problems that contributed to your academic difficulties last year have been resolved so as to ensure academic success during the forthcoming academic year. If your problems were medical, please provide a letter from your physician confirming that your medical condition is unlikely to affect your academic work next year.**
3. **What are your academic goals?**
 - a. What is your long-term degree/program objective?
 - b. In what specific program do you wish to register during the coming year?
 - c. What specific courses do you wish to take during the coming year?
 - d. **NOTE: In (b) and (c), do not list courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.**