



Request for a Waiver of Regulation 5.5: Repeating Courses

Registrar's Office
 University of Ontario Institute of Technology
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WHAT? This form is used for students seeking to have Academic Regulation 5.5 waived in order to repeat a course more than two times. It must be submitted to the academic advisor in the faculty by August 1 for the fall semester, November 1 for the winter semester, and April 1 for spring/summer.

WHO? The form must be completed, dated and signed by the student

WHEN? The processing time for requests for waivers depends on the nature of the course and the student's overall academic performance. Generally, it is expected that a decision will be made within 20 working days.

Student name:	Student number:
Program:	Email address:

I am requesting permission to repeat the following course more than two times:

Semester (e.g. Fall)	Subject (e.g. BUSI)	Course # (e.g. 1000U)	CRN # (e.g. 40088)	Course Title	Most Recent Grade

Grounds for request:

Please attach a letter that indicates clearly the reasons for which you are making your request, including any extenuating circumstances that may have affected your academic performance in the course. Be as thorough and specific as possible in explaining why your request should receive special consideration.

- I have read and understood Section 5.5 of the UOIT Academic Calendar.
- I certify that the documentation I have submitted is authentic and that the statements I have made are true and I acknowledge that the submission of false documents or statements is a violation of the University's Academic Regulations.

Student's signature:	Date:
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FOR OFFICE USE ONLY	
Name of Dean/Associate Dean:	Decision:
Dean/Associate Dean's Signature:	Conditions to be placed on student for the term during which the course is repeated: <input type="checkbox"/> Limit course load to three courses <input type="checkbox"/> Other:
Date:	