

## Undergraduate Academic Petition Information

The following information is a set of general guidelines for students in the Faculties of Education, Environmental Studies, Health, Science, the Lassonde School of Engineering, or the School of the Arts, Media, Performance and Design who are submitting an academic petition. Other students should consult with their home Faculty regarding petitions.

### Incomplete petition submissions will not be accepted for processing.

You must ensure **all** petition documents are submitted at the same time in one package. Incomplete petitions will be cancelled and the documents will be returned to the local mailing address currently on your record within the Student Information System. Make sure we have your current contact information. **Keep your information up-to-date!** Make sure we have your current contact information using **My Student Records** on the **My Online Services** site: <http://www.registrar.yorku.ca/myonlineservices>

#### A. What is a petition?

An academic petition is a written request for the waiver of a Faculty's academic regulation or deadline. Before initiating a petition, review University and Faculty rules and regulations as stated in the Undergraduate Calendar found online at <http://calendars.students.yorku.ca>, as well as petition deadlines.

If you experience extremely difficult circumstances (e.g. death of an immediate family member or serious documented medical problems) which lead you to drop your courses after a refund deadline, you may request a credit/refund of your course fees by appending a Financial Petition Form to your academic petition submission. Financial petitions are adjudicated by Student Financial Services, not by Faculty committees.

#### B. What is the deadline for submitting a petition?

A petition must be submitted no later than three weeks following the development of the circumstances that have prompted the petition. Petitions for **Late Withdrawal** from a course will only be considered within 30 days of the last day of classes of the relevant course. Petitions for **Deferred Standing** are subject to the deadlines stated in the Deferred Standing Agreement (<http://myacademicrecord.students.yorku.ca/deferred-standing>).

The above timeframes are to ensure sufficient time for consideration by the Faculty Petitions Committee. Should a petition submission be delayed due to extenuating circumstances and/or the late completion of a Course Performance Summary by a course director/instructor or departmental representative, you may submit your complete petitions package after the above timeframes. However, the petition letter must include a request for late consideration. There are **no** guarantees that any petition will be resolved in time for course enrolment in a subsequent academic session; therefore, plan accordingly.

#### C. Where do I submit a petition?

Students in the Faculty of Health, the Faculty of Science, or the School of the Arts, Media, Performance and Design should submit their petition to the Registrarial Services drop box on the main floor of the Bennett Centre for Student Services. Students in the Faculty of Education should submit their petition to Undergraduate Student Services, 128 Winters College. Students in the Faculty of Environmental Studies should submit their petition to the Office of Student Academic Services, 137 Health, Nursing & Environmental Studies (HNES) Building. Students in the Lassonde School of Engineering should submit their petition to the Student Welcome and Support Centre, 1012 Lassonde Building, or online at <http://lassonde.yorku.ca/petitions>.

#### D. How will I be notified of the result?

You will be notified of the Committee's decision by mail, directed to the local mailing address on your student record within the Student Information System. Make sure we have your current contact information. To keep your information up-to-date, use the My Student Records section of the My Online Services site at <http://www.registrar.yorku.ca/myonlineservices>. Under normal circumstances, **petitions can take from two to eight weeks to be processed** depending on the type of petition submitted and the time of year. If your petition is denied, information regarding appeal procedures will be enclosed with the decision letter.

#### E. Are petitions confidential?

Information and documentation submitted is usually restricted to the Petitions Committee members and support staff. However, if a petition includes allegations about the actions of an employee (e.g. professor or staff member) or office of the University, the employee and/or office (usually represented by a department chair, undergraduate program director or administrative assistant) may be made aware of the allegations and be given the opportunity to respond in order to assist the Committee in making a fully informed decision. By signing the petitions form, you signal your agreement to this information being shared.

## F. What should my petition include?

Failure to submit required and appropriate supporting documentation/evidence usually results in the denial of the petition.

### All petitions must include:

- Undergraduate Academic Petition Form
- Petition Letter (typed), organized under the following two headings:
  - **Regulation(s) being petitioned:** clearly indicate the regulation(s) from which you are seeking exemption.
  - **Circumstances or grounds for the petition:** explain in detail all the circumstances and problems which prompted your petition request. If you are requesting to drop some but not all of your courses in a term or session, explain your selectivity.

### Additional supporting documentation listed below may also be required, depending on the type of petition.

- Course Performance Summary:** to be completed by the instructor/course director, or either the undergraduate program director or departmental chair acting on behalf of the course director, for each course in which special consideration is being requested for the following reasons (Faculty of Education courses exempt):
  - Dropping a course(s) past the published deadline(s).
  - Seeking a deadline exemption in order to submit a request for a grade reappraisal (i.e. after the grade reappraisal deadline).
  - Seeking a deadline exemption regarding deferred standing/exam(s).
- Attending Physician's Statement:** petitions submitted on medical grounds **must** include this form. Only original medical documentation is acceptable. The Attending Physician's Statement must give the full name, mailing address and telephone number of the attending physician. The physician's office may be contacted to verify that the physician or counsellor completed the forms.
- Counsellor's Statement:** petitions submitted on grounds associated with specialized counselling received at York's Counselling and Disability Services (CDS) must include this form. Please note that a CDS counsellor will only fill out the form for registered. The CDS office may be contacted to verify that the counsellor completed the form.
- Petition to Enrol Late Form:** this form should be used when it is too late to use an approved "Request to Enrol Late Form", available from the department offering the course.
- Deferred Standing Agreement:** if your request for Deferred Standing in a course is denied and you wish to petition for approval, you must submit a copy of your original Deferred Standing Agreement form with the name and signature of the instructor (or designate) who initially refused your request. For more information about Deferred Standing, visit the Manage My Academic Record website (<http://myacademicrecord.students.yorku.ca/deferred-standing>).
- Financial Petition Form:** only to be included if you are petitioning to drop a course past a deadline and are simultaneously requesting financial consideration due to an extremely difficult circumstance (e.g. serious illness or death of an immediate family member). Financial petitions will be considered only after a decision is made on your academic petition. Financial petitions are not necessarily granted when an academic petition is granted.
- Other:** if non-medical circumstances are presented as grounds in your petition, you must submit the appropriate documentation (e.g. death certificate, obituary notice, automobile accident report, airline/train/bus tickets/receipts for emergency travel, letters of support from employers, lawyers etc.). Airline/train/bus ticket/receipts for emergency travel must indicate destination, departure and return dates.

**Retain a copy of your petition and any accompanying documents, as these cannot be returned.**