

A Guide to Submitting Your Academic Petition

Faculty of Health
Office of Student and Academic Services



A Guide to Submitting Your Academic Petition.

Outline

- What is an academic petition?
- Where to locate the online academic petition submission form
- Writing a petition letter
- Submitting an academic petition online
- Next steps



This presentation will help Faculty of Health students understand the following?

- What is an academic petition?
- Instructions for completing the required forms
- Guidelines for writing your petition letter
- Instructions for submitting your academic petition online
- And next steps after submitting an academic petition

The information provided during this presentation is relevant only to Faculty of Health students. If you are affiliated with another Faculty, please refer to your own Faculty website for specific information.

What is an Academic Petition?

An academic petition is a written request for the waiver of a Faculty's academic regulation or deadline

Undergraduate Academic Calendar:

 <http://calendars.students.yorku.ca>



What is an Academic Petition?

An academic petition is a written request for the waiver of a Faculty's academic regulation or deadline. Before initiating a petition, review the University and Faculty rules and regulations as stated in the Undergraduate Academic Calendar found online at calendars.students.yorku.ca. Academic petitions in the Faculty of Health are reviewed by the Faculty's Petitions Committee for consideration.



on screen: demonstration of where to find petition website

You may find petition information, required forms and the online petition submission form on the Faculty of Health website at health.yorku.ca.

Under "Student and Academic Services," click on "Academic Petitions" and then click on "Petition Information and Package". Faculty of Health students must submit their academic petitions online using the online petition submission form found on this page.

Types of Petitions and Their Requirements?

Please read the information below regarding the type of petition you plan to submit. It is important to remember that incomplete petition packages will not be reviewed by a Petitions Committee. Incomplete petition packages are sent back to the student for revision and resubmission.

▼ Late Withdrawal

A petition for late withdrawal is a request to drop or withdraw from a course after the official deadlines to do so have passed.

Required Documentation

- An Academic Petition Form
- A petition letter (statement of grounds)
- A Course Performance Summary (one for each course being petitioned)
- If applicable: Supporting Documentation (i.e. Attending Physician Statement, Counsellor Statement, etc.)



on screen: demonstration of where to find petition informational video, online submission forms, petition type information + documents to download

Before you begin your petition, you are required to read the detailed information on the Faculty of Health Petitions website for information on the petitions process. In the example on the screen, a student petitioning to drop a course from their record will click on the “Late Withdrawal” tab. There, the student will find a definition of this type of petition, a list of the required documents for the petition, and any relevant information regarding the petition type.

On this page, you will also access and download any petition forms required for your petition. Please note that not all forms are required for every petition; you only need to submit the forms relevant to the regulation you are petitioning as outlined in the *types of petitions and their requirements* section.



Complete Petition Package



Depending on the regulation you are petitioning, specific forms may be required in your petition package. Please note that an incomplete petition package missing any required document will be cancelled. We will now review the forms that may be required in a petition request.



Course Performance Summary (CPS)

- Course Performance Summary

YORK UNIVERSITY

Course Performance Summary

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. E-mail submissions will not be accepted.

Student responsibilities: It is your responsibility to have this form completed by the course director/instructor in which special consideration is being requested. If the course director/instructor is not available, a departmental representative such as a Chair or Undergraduate Program Director may complete the form. Additional copies of this form are available online at <http://www.registrar.yorku.ca/petitions/academic>

Be aware that making false claims, submitting false information or altering official documents or records, so as to mislead an instructor, academic unit or committee, are considered breaches of academic honesty. The Senate Policy on Academic Honesty is published in full in the Undergraduate Calendar and is also available on the University Secretariat website (<http://secretariat-policies.info.yorku.ca/>).

Section I: to be completed by student.

Student Information (please print)		
Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Phone Faculty

Keep your information up-to-date! Make sure we have your current contact information by checking the My Student Records section of the My Online Services site at <http://www.registrar.yorku.ca/myonlineservices>

Session	Term	Faculty	Subject	Course Number	Section
Course Title			Course Director/Instructor's Name		

Section II: to be completed by course instructor

The above named student is submitting a petition for the waiver of a Faculty regulation or deadline (e.g. drop the course past the deadline or exemption from the deadline to submit a request for grade reappraisal). This petition requires feedback from the course director to help inform petition committee members in their consideration of the petition.

Complete this form to the best of your ability and return it to the student as quickly as possible so that it can be submitted as part of a complete petitions package. A delay in completing this document will negatively impact the student's ability to receive a timely decision.

Separate submissions of Course Performance Summary forms will not be accepted.

Confidentiality notes:

- Students have the right to see all materials pertaining to their petition, including Course Performance Summaries.
- While students are encouraged to discuss their circumstances with their course directors, they have the right to confidentiality and are not obliged to discuss the grounds of a petition with their instructors.

1. Attendance: to the best of your knowledge, did the student attend classes regularly?
 Yes No Do not know

2. Course information: complete the table below. Information and dates are mandatory where requested. This information is essential for the Petition Committee to confirm the time and/or sequence of events described in the student's petition.

Type of graded component or assignment (mandatory)	% weighting of course mark	Grade earned	Assignment due date (mandatory)	Date grade was available to student (mandatory)	Put a checkmark in this column if work was not received
Total - 100%					

Course Director's Signature _____ Date (dd/mm/yy) _____

Protection of Privacy: Personal information in connection with this form is collected under the authority of The York University Act, 1997. The information will be used to process and appraise your petition or appeal, and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Registrar, Registrar's Services, 4120 Keele Centre for Student Services, York University, 4700 Keele Street, Toronto, ON, M3J 1P3, 416-875-0817.



on screen: going through CPS form

A Course Performance Summary is required when petitioning to drop a course (or a late withdrawal) and also when petitioning for a deferred standing or an extension of deferred standing. If you are submitting such a petition, please ensure that a Course Performance Summary is included for each course being petitioned.

This is a 2-page document; you are responsible for completing section 1 with your information and the course information. Once you complete section 1, you must take the form to the Department that offers the course and request that Section 2 is completed; for example, if you are petitioning a Psychology course, you must bring the form to the Psychology Department. The Department will complete Section 2 of the form; the Department may take a couple of weeks to do so.

Please note it is the student's responsibility to pick up the Course Performance Summary from the Department. You may locate the Departmental contact information by using the York Atlas Directory.



Petition to Enrol Late Form (PEL)



Petition to Enrol Late Form

YORK Registrar's Office
UNIVERSITÉ
UNIVERSITY

Petition to Enrol Late Form

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. E-mail submissions will not be accepted.

Attention Academic Units: this form is to be used only as part of a complete academic petition submission. If the department and the course instructor wish to give special permission to a student to enrol in a course after the sessional date "last day to enrol with permission of the instructor", but before the end of November for F and W Term courses or the end of February for W Term courses, you must use the Request to Enrol Late Form available from the Registrar's Office. After these deadlines, or if the student does not have the approval of the department and/or instructor, the student must submit a complete petition package, including this Petition to Enrol Late Form.

Student Information (please print)

Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Home Faculty

Keep your information up-to-date! Make sure we have your current contact information by visiting the **My Student Records** section of [My Online Services](#).

Indicate the term/session in which you wish to enrol late (check one and enter year):
 Fall '20 Winter '20 Summer '20

Course(s) requested for late enrolment

Term	Faculty	Subject	Course Number	Section	Tu/Th	Lab	Catalogue Number
In Attendance Since (dd/mm/yy)			Course Director's Signature				
Department confirmation of availability of space in course							

Explanation (please specify; use back of form if more space is required):

- Approval of petition:** By submitting this petition, you are signifying that you request enrolment in the course(s) above. If your petition is approved, you will automatically be enrolled in your course(s). You can check your enrolment by accessing the Registration and Enrolment Module (REM) from the Current Students Web site.
- Fees:** if you have not yet paid fees for this term it is your responsibility to submit payment for your course(s) immediately. Please visit the Current Students Web site (<http://www.yorku.ca/fees/paying/>) for information on how to pay through your bank. You are liable for all fees. You will not be dropped from the course(s) if payment is not received.

Student's Signature	Date (dd/mm/yy)
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Protection of Privacy: Personal information in connection with this form is collected under the authority of The York University Act, 1965. The information will be used to process and adjudicate your petition or appeal, and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Registrar's Services, 4700 Keele Street, Toronto, ON, M3J 1P3, 416-332-0655.

For Faculty/Departmental Use Only	Override permission mounted by:	Date:
Registrar's Office Use Only	Input:	Date:

Petition to Enrol Late, October 2014



on screen: going through PEL form

A petition to enrol late form is only required if you are requesting to enrol into a course past the deadline. This form requires the signatures of the course instructor, the department that offers the course and your own.



Deferred Standing Agreement Form (DSA)

YORK Registrar's Office Print

Final Exam/Assignment Deferred Standing Agreement

Check this box if you are registered with Counselling & Disability Services

STUDENT DEADLINE
 It is Senate policy that "normally, requests for deferred standing must be communicated within one week following a missed examination or the last day to submit course work", the period during which the university is officially closed for December holidays and statutory holidays is not counted in the determination of deadline days.

Student Information (please print)

Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Home Faculty

Keep your information up-to-date! Make sure you have your current contact information. Visit previous information on the My Student records section of the Current Students Web site at registrar.yorku.ca/myonlineervices/.

Course Information

Term	Faculty	Subject	Course Number	Section	Day/Ab
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Are you requesting a deferred exam? No Yes if yes, provide signed date/time of exam _____
 Are you requesting additional time to complete outstanding course/practice work? No Yes
 If yes, please list outstanding assignment(s) _____

What are the reasons for your deferral request? (Please note, your professor may ask you for documentation in support of your request, e.g. Attending Physician's Statement available at registrar.yorku.ca/exams/deferred/index.htm#tab-3)

Course Director* Information

I have approved the request for a deferred final exam to be written by the following date: _____
 I have approved the request for deferred course work and the submission deadline of _____
 I understand that a final grade must be submitted by the deadlines listed on the back of this form.
 Course Director's Name: _____ Signature: _____ Date (dd/mm/yy): _____
 (or designate) _____

I WILL NOT approve the request for deferred standing; the student must formally petition to their home faculty.
 *Only in the event that the course director is absent from campus before the deferred standing deadline can students approach the Department Chair, the undergraduate program director (UPD) or the relevant associate dean to act on the course director's behalf on this matter. EXCEPTION: At Osgoode, the assistant dean (Student Services) completes and signs this section.

Student: I understand that it is my responsibility to complete the work by the agreed upon deadline as indicated above or the grade on file will be assigned.

Student's Signature: _____ Date (dd/mm/yy): _____

Final Exam/Assignment Deferred Standing Agreement, October 2014 Instructions Over ➔

on screen: going through DSA form

If you have missed your final exam or the deadline to submit your final assignment, have grounds and documentation to explain your absence, and your course director has already denied your request to write a deferred final exam or submit a final assignment, you may formally petition for a deferred standing in the course.

This type of petition requires the deferred standing agreement form with the Course Director's decision & signature, along with the course performance summary.

Bring the form to the Course Director or the Department that offers the course for completion. This form requires the signature of the instructor, or the Undergraduate Program Director or Chair, if the instructor is unavailable. The form must indicate that he or she has denied your request for deferred standing, and as a result you are required to petition to your home Faculty.



Supporting Evidence Forms



Now, we will review the York University-specific forms that may be included in your petition to support your request. These forms are not required for the petition, but are highly recommended if applicable to your circumstances.



Attending Physician Statement (APS)



Attending Physician Statement



Attending Physician's Statement

Section I: to be completed by student.

Student Information (please print)

Last Name, Family Name		Given Name(s)	
Student Number	Email	Telephone	

Keep your information up-to-date! Make sure we have your current contact information. Visit My Personal Info on the My Student Records section of the Current Students web site at yorku.ca/yorkweb/currentstudents/mystudentrecords

Academic Work Affected

Course(s)
Work, e.g., assignment(s), lab(s), examination(s), administrative duties

Personal health information on this form is collected under the authority of the York University Act, 1965. It is related directly to and needed to support your academic and/or financial petitions to York University.

Pursuant to s. 27 of PIPA (Personal Information Protection Act), I (the undersigned student or parent) authorize and consent to the physician(s) named on this form to disclose to the York University faculty and administrative staff authorized to administer and consider academic and financial petitions such personal health information as is necessary or as may be reasonably required by York University to support my academic and/or financial petitions.

I understand that York University will maintain and store this information in such a manner as to protect its confidentiality.

Student's signature	Date (dd/mm/yy)
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Section II: to be completed by attending physician.

The above named York University student has petitioned for special consideration on medical grounds. The student is authorizing you, the attending physician, to release the information requested below.

name(s) examined _____

I have examined this student and verify that their medical, psychological or psychiatric condition is sufficiently severe that it will affect or has affected their ability to perform the specific academic work noted above.

Please provide a brief description of the nature of the functional limitations experienced (e.g. difficulty concentrating, pain) and the period during which this affected the student's academic work.

Please provide a brief description of the nature of the functional limitations experienced (e.g. difficulty concentrating, pain) and the period during which this affected the student's academic work.	
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Is the medical condition such that it would likely have affected the student's ability to make an informed decision/judgment about withdrawing from a course during this affected period?


Yes No


Period start (dd/mm/yy) _____ Period end (dd/mm/yy) _____



on screen: going through APS form

If your petition is based on medical grounds, ask your physician to complete an Attending Physician's Statement, that should be included as part of your petition package for support.





Counsellor Statement

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Counsellor Statement

Counseling & Development Counsellor Statement

You must be a registered client at the York University Counseling & Development Centre before your counsellor can complete this form.

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. E-mail submissions will not be accepted.

Section I: to be completed by student.

Personal health information on this form is collected under the authority of The York University Act, 1963. It is related directly to and needed to support your academic and/or financial petitions to York University.

Pursuant to S. 22 of PIPEDA (Personal Health Information Protection Act), I (the undersigned student or patient) authorize and consent to the counsellor or counsellors named on this form to disclose to the York University faculty and administrative staff authorized to administer and consider academic and financial petitions such personal health information as is necessary or as may be reasonably required by York University to support my academic and/or financial petitions.

I understand that York University will maintain and store this information in such a manner as to protect its confidentiality.

Student Information (please print)		
Student Number	Last Name/ Family Name	Given Name(s)
Student's condition comments 1	E-mail	Home Faculty
Telephone		
Keep your information up-to-date! Make sure we have your current contact information by visiting the My Student Records section of My Online Services.		
Student's Signature	Date (dd/mm/yy)	

Section II: to be completed by counsellor.

1. Date you received this form: _____
2. Consultation date(s): _____
3. Summary of nature of counselling issues:

on screen: going through Counsellor Statement form

If your petition mentions that you were receiving support from a counsellor, ask your counsellor to complete a Counsellor Statement to support your request. This form helps your counsellor summarize any issues that relate to your petition.



Guidelines for Writing a Petition Letter



Guidelines for Writing a Petition Letter

Guidelines for Writing Your Petition Letter

Include the following:

- The regulation being petitioned
- Courses involved
- Waiver of the 30-day to one-year deadline
- Extenuating circumstances - include key dates relevant to the course(s)
- Selectivity
- Acknowledge responsibility for your performance
- Outline the steps you have taken or will take to improve your circumstances



Every petition must include a petition letter. The petition letter must be typed and speak to the following:

The regulation being petitioned.

Be clear on the regulation you are asking the committee to consider. For example, are you asking the committee to remove a course from your transcript? Are you asking the committee to let you continue in an honours program? Are you requesting to waive a required to withdraw or debarment penalty and continue your studies without interruption?

Courses involved

If you are petitioning any regulations related to a course (for example, to remove a course from the transcript or to defer your final exam or assignment), make sure you list the course you would like the Petitions Committee to consider. Please be sure to include the session, term and section of each course being considered.

Waiver of the 30-day/one-year deadline

Late Withdrawal petitions can be submitted anytime after the drop deadline has passed and up to thirty days after the last day of class. Such petitions may be considered for a period of up to one year if they are based on special circumstances. If you are submitting a petition beyond the stated deadline, you need to address the reason for the delay in submitting your petition in your letter.

Extenuating circumstances (including key dates relevant to the courses)

Your reasons for petitioning need to be clear and concise. Relevant information which relates to your hardship needs to be presented. It is in your best interest to provide a timeline, highlighting the sequence of relevant events.

Selectivity

If you are requesting to drop some, but not all of the courses taken within the same academic session or term, explain why you did well in some courses and not others within the same academic session.

Acknowledge responsibility for your performance

Explain why you did not drop or withdraw from the course prior to the deadline

Outline the steps you have taken or will take to improve your circumstances or academic performance

What have you done to rectify your circumstances? How have your circumstances improved? If you are requesting to waive a required to withdraw/debarment penalty and continue in your studies without interruption or continue in an honours program, a concrete academic plan needs to be presented.

Additional Tips

- Use Arial 12 point font
- Double-spaced
- Use paragraphs to separate each thought
- 1-3 pages
- Provide third party evidence
- All supporting evidence should be in English

Additional writing tips include:

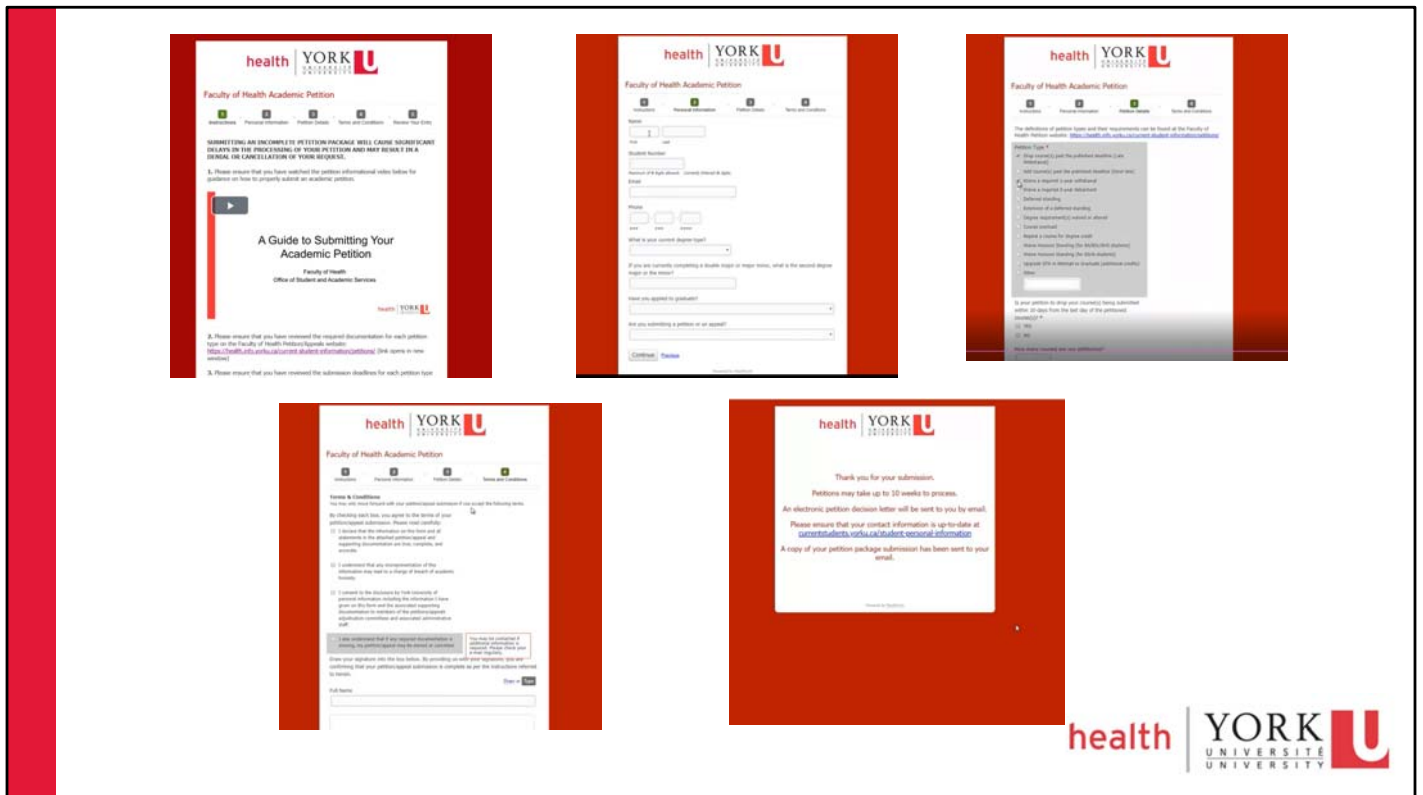
- Use Arial 12 font and make sure your letter is double spaced
- Use paragraphs to separate each thought
- Petition letters should be between 1 to 3 pages in length
- It is in your best interest to provide third party evidence supporting circumstances outlined in your petition letter
- All supporting evidence should be in English



Submitting Your Academic Petition Online



Submitting your Academic Petition Online.



Beginning in March 2020, students in the Faculty of Health are required to submit their academic petitions via the online submission system found on the Faculty of Health Petitions Website.

To submit an academic petition, click on “Submit Academic Petition to the Faculty of Health”

Upon logging in, you will see the Instructions page.

Please be sure to carefully read through the instructions clicking “Continue” to proceed to the personal information page.

On the personal information page you will need to provide all required personal and program information. Enter your student number, your email address, your telephone number, your current degree type and your major and indicate if you are completing a double major or a minor. Indicate whether you have applied to graduate. And indicate whether your request is a petition or an appeal; an appeal is only for students who have previously submitted a petition and want to appeal the decision made by the Committee.

Once you have completed the personal information page, click “Continue” to proceed to the petition details page.

Before completing the petition details page, ensure that you have read through the “Petition types and their requirements” section of the Faculty of Health Petitions website.

Ensure that you have collected all the necessary documentation for the type of petition you are submitting.

Please note that you will be able to select more than one petition in this section. For example, a student may petition to waive a require to withdraw regulation and to drop courses in the same petition request. When submitting more than one request in the same petition, you are required to address each request in your letter and ensure that relevant documentation for each request is submitted in the online form.

The form will require you to indicate specific information that is relevant to the type of petition you are submitting. For example, for a course drop or deferred standing petition, you will be required to indicate the number of courses being petitioned as well as the course information. Include the academic session, the section of the course and the term of the course. For a course drop petition, you will also be required to indicate if the petition is late and if so, you will be required to provide an explanation for the late submission. You will also be required to indicate the number of courses being petitioned as well as the course information.

Include the academic session, the section of the course and the term of the course. For example, Summer 2019, Faculty of Science, subject is biology 1000 3.0 section M

Supporting documentation:

After indicating the type of petition you are submitting, you will be required to submit the following:

- 1) Your letter, explaining the exceptional circumstances that have required you to petition.
- 2) All required forms relevant to the type of petition you are submitting. The system will automatically generate sections to submit the specific required documents for your request.
- 3) And finally any additional supporting documents to support your grounds.

Please note that you are able to upload separate documents at the same time by clicking “Control” and then selecting any relevant documents that should be included in the petition.

Once you have uploaded all necessary documents, you may click continue to proceed to the terms and conditions page.

Before submitting the petition, ensure that you have read through the terms and conditions and have provided the necessary documents for your petition. If needed, you may save the petition and return to the request at a later date to complete the submission. However, once submitted, all submissions are considered final.

Please remember that petitions may take up to 10 weeks to process from the point of submission. Petition decisions will be sent via email to the email you have on record with York University. Visit the Current Students website to verify that your contact information is correct . To ensure that you receive your decision letter, we recommend you use your York University email account.

After submitting your petition, a summary receipt of the petition, including the documents you included will be sent to the email you provided on the form. Be sure to check your email to ensure that the receipt was received.

Questions?

- Review the Faculty of Health website

✉ hmpet@yorku.ca

- Allow 1-2 business days for a response



Finally, for any questions regarding an academic petition, please review the Faculty of Health website. You may also email hmpet@yorku.ca. Please allow 1 to 2 business days for a response.