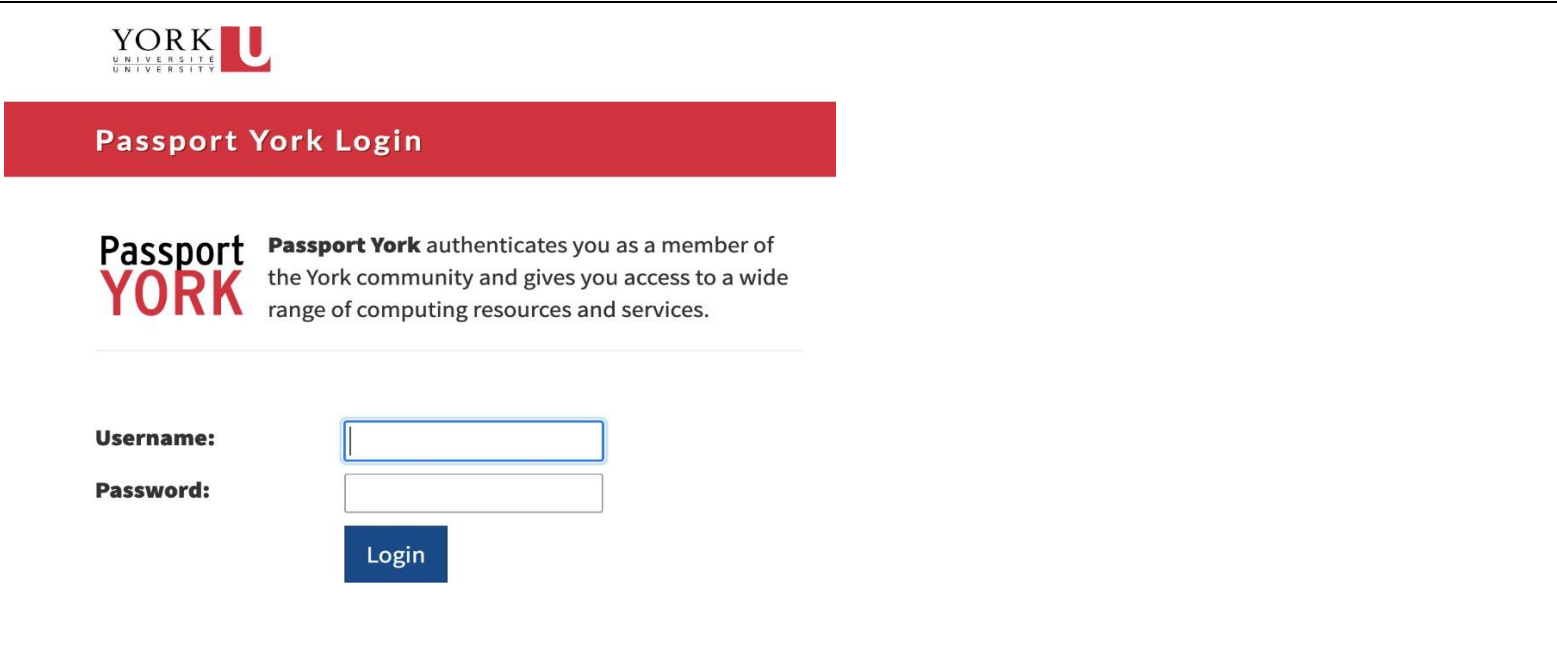
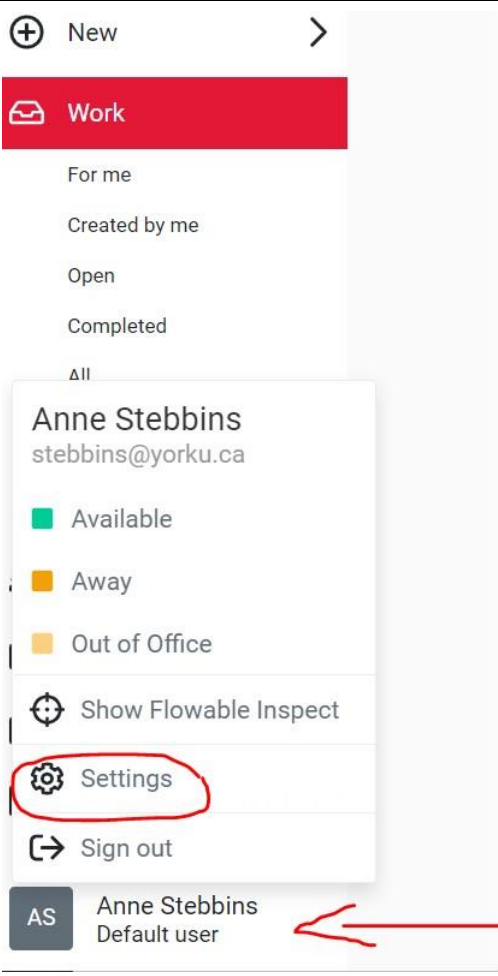


Instructions for Submitting a Petition on the Graduate Petition Portal

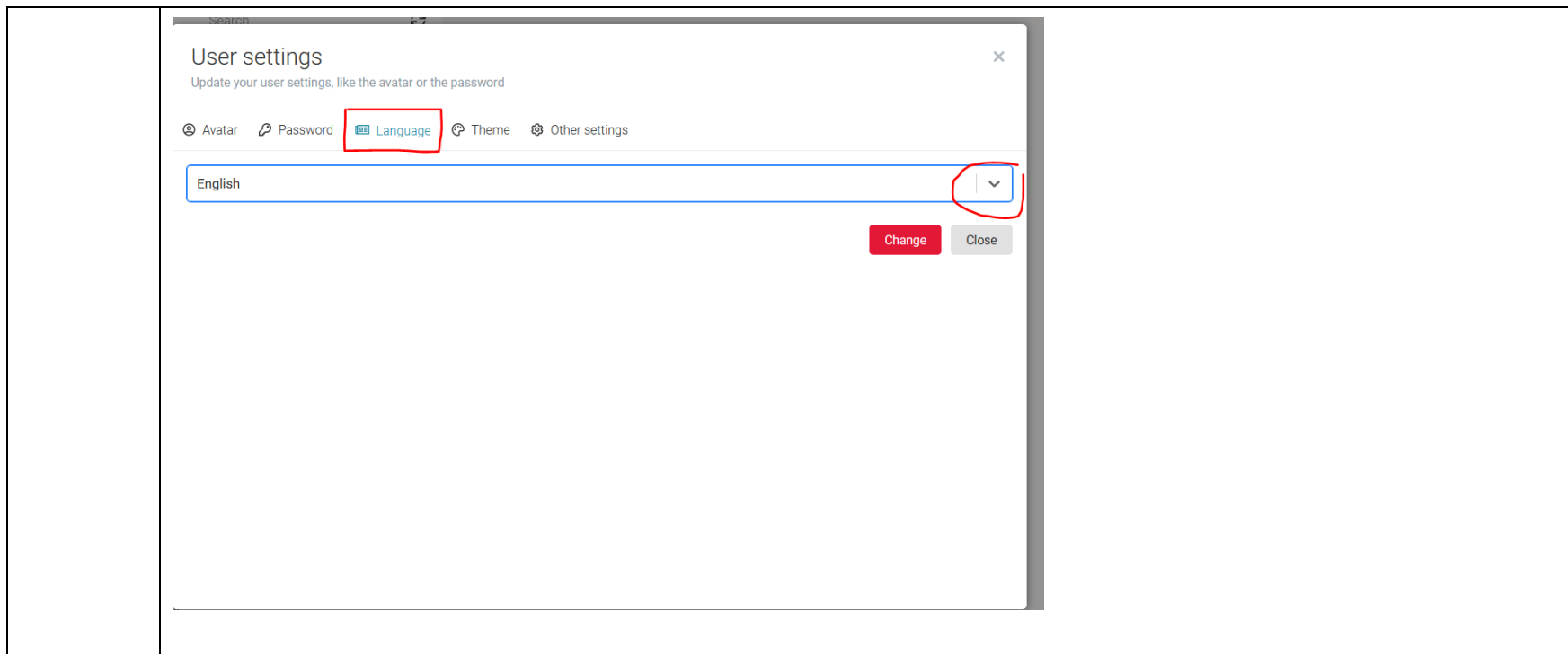
Faculty of Graduate Studies	Graduate Students
Portfolio: Student Affairs	Implementation Date: March 7, 2022
Pages: 15	Last Updated: August 8, 2024

Step	Action
1	To submit a petition, enter the Graduate Petition Portal via the FGS Petitions webpage: https://www.yorku.ca/gradstudies/students/current-students/regulations/academic-petitions-and-appeals/ The webpage has information about each petition type including a description of the petition, the rules and regulations that pertain to it, and the documentation required for each petition type.
2	Login to the Graduate Petition Portal using your student Passport York credentials.

	
<p>3</p>	<p>The portal is in English. To set your language preference to <i>French</i>, click on your name in the bottom left corner and then click 'settings.'</p>

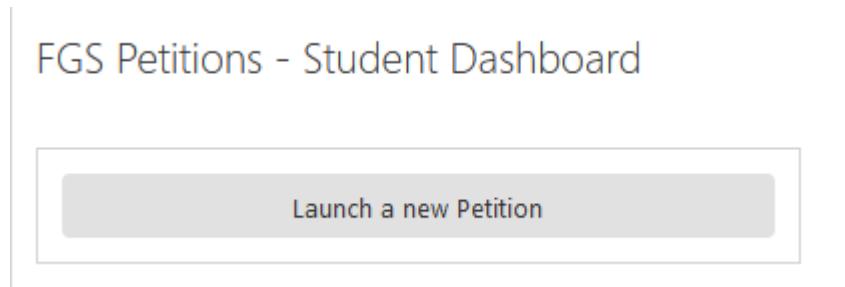


Select *French* from the drop-down menu.



4 Click on the 'Student Dashboard' on the left-hand side menu.

5 Click the 'Launch a new petition' button to start a new petition.



	<p>Select the type of petition that you would like to submit from the drop-down menu (petition or retroactive). Read the statement and confirm by clicking to check the box. Click 'Execute' to create a petition or 'Cancel' to abandon it.</p>
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×

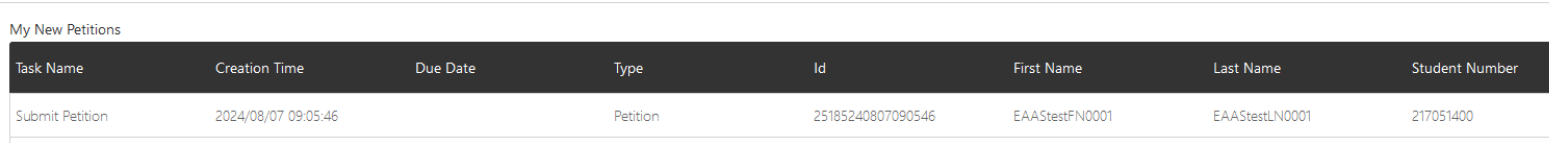
FGS_115_Action_Start_New_Petition

Welcome to the Graduate Petition Portal. Please click the red button to create a petition. A petition can be saved for up to 10 days. All saved petitions that have not been submitted will be cancelled after 15 days. When your petition has been successfully submitted, you will receive a confirmation email.

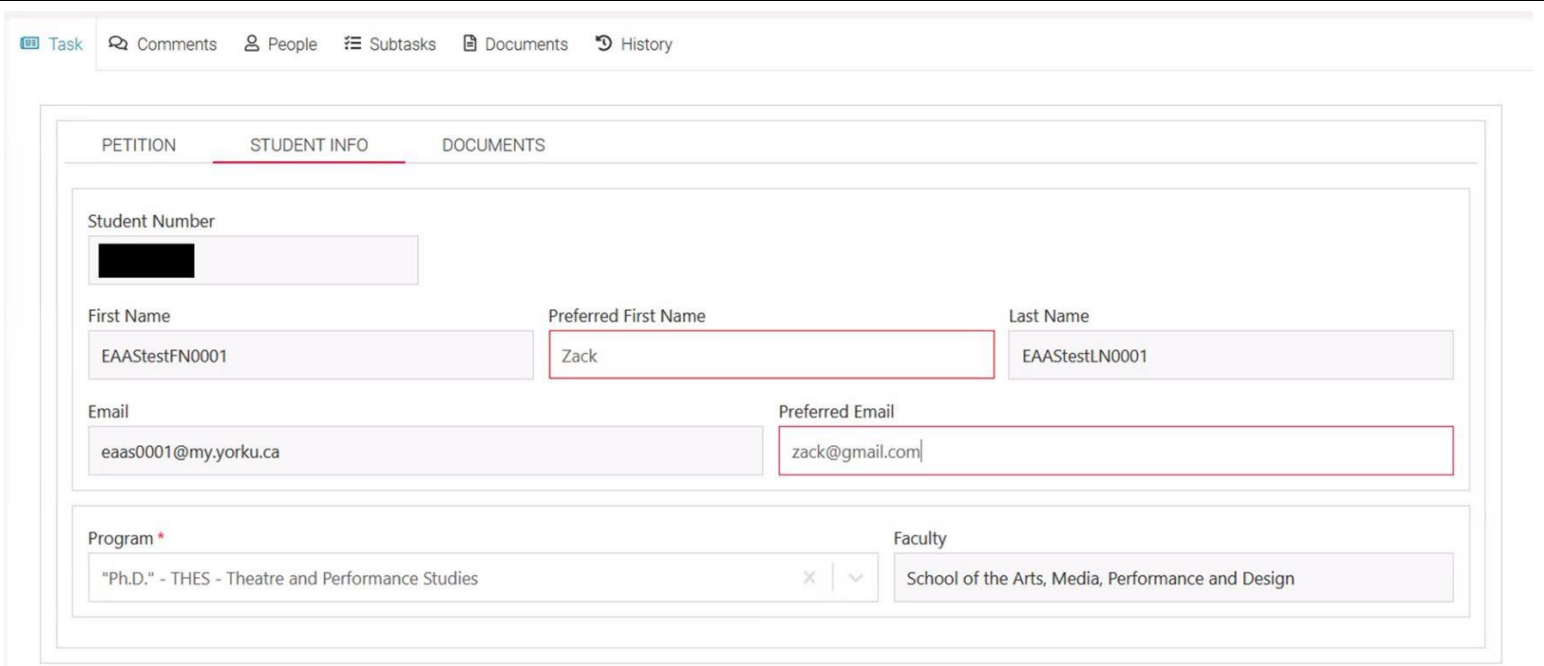
Type * ?

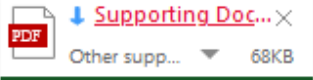
I attest that I have spoken with my graduate program office (Graduate Program Assistant, Graduate Program Director) before submitting this petition. I certify that the information I provided in this academic petition form, personal statement and relevant supporting documentation is true, complete and accurate. I understand that any falsification of submitted documentation is a breach of the Senate Policy on Academic Honesty. From time to time the Faculty of Graduate Studies will conduct audits even after decision has been made. If it is found, after an audit is made, that you were ineligible for the request, a favorable decision can be reversed. *

Execute Cancel

<p>6</p>	<p>A new petition will appear immediately in the “active petition” dashboard. Wait a few seconds while your petition is populated with your student information. When it is ready, it will appear under the dashboard ‘My New Petitions.’ Click on the petition. This will direct you to the ‘Submit Petition’ page.</p>  <p>The screenshot shows a dashboard titled "My New Petitions" with a table containing the following data:</p> <table border="1"> <thead> <tr> <th>Task Name</th> <th>Creation Time</th> <th>Due Date</th> <th>Type</th> <th>Id</th> <th>First Name</th> <th>Last Name</th> <th>Student Number</th> </tr> </thead> <tbody> <tr> <td>Submit Petition</td> <td>2024/08/07 09:05:46</td> <td></td> <td>Petition</td> <td>25185240807090546</td> <td>EAAStestFN0001</td> <td>EAAStestLN0001</td> <td>217051400</td> </tr> </tbody> </table>	Task Name	Creation Time	Due Date	Type	Id	First Name	Last Name	Student Number	Submit Petition	2024/08/07 09:05:46		Petition	25185240807090546	EAAStestFN0001	EAAStestLN0001	217051400
Task Name	Creation Time	Due Date	Type	Id	First Name	Last Name	Student Number										
Submit Petition	2024/08/07 09:05:46		Petition	25185240807090546	EAAStestFN0001	EAAStestLN0001	217051400										
<p>7</p>	<p>On the ‘Petition’ tab, fill out all the fields that are marked with an asterisk (*). You can type a personal statement in the comment box, or you can upload a personal statement as an attachment on the ‘Documents’ tab.</p> <p>The rule/regulation for the petition that you have selected will appear under the name of the petition. The documents that are required to be submitted will be listed below. ‘Effective Term’ is the term that the petition will be effective for, if approved. ‘Effective Year’ is the academic year. The screenshot below depicts a General Leave of Absence Petition. The number of terms being petitioned for is three, as shown in the “number of terms requested” drop-down menu. If approved, the leave will be effective for three terms, beginning in the fall term of the 2024-2025 academic year. This means that the terms that the requested leave will be effective for are: FA24, WI25, and SU25 terms.</p>																

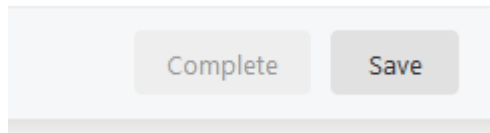
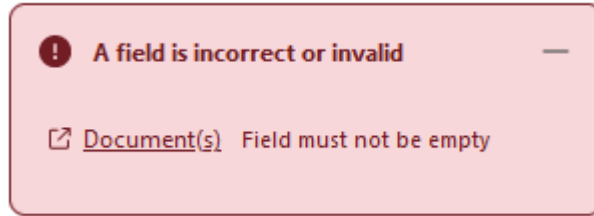
	<p>General Leave of Absence</p> <p>What is a Leave of Absence / Regulation:</p> <p>The requirement of continuous registration supports students toward the timely completion of their studies. However, the university recognizes that from time to time students may need to be absent from their studies while maintaining an affiliation with York University. While on leave, students are expected to be away from activities as graduate students (activities such as attending classes or completing incomplete work from previous terms, research work, access to the university's facilities and resources). Students should not expect to receive feedback related to academic progress, including communication regarding supervision or course/research work. While on leave, students are not eligible to receive awards or other funding-related payments. Students should also be familiar with leaves of absence policies from applicable award granting agencies to ensure they do not conflict with their planned leave at the university. Except in truly exceptional circumstances, retroactive leaves cannot be granted. Students must have begun their first term of study in order to request a leave of absence.</p> <p>A General Leave of Absence is available to students who need to be absent from their studies. Students can take a maximum of 3 terms of a General Leave of Absence over the course of their studies. Students do not pay tuition or receive funding or awards during a leave.</p> <p>Required Forms/Documents:</p> <ul style="list-style-type: none"> - Personal Statement - Other document supporting the need for a leave <p>FGS Petition Type * Number of Terms Requested *</p> <p>General Leave of Absence 3</p> <p>Effective Term * Effective Year *</p> <p>Fall 2024 - 2025</p> <p>Personal statement (either type a statement in the box below or upload a statement on the documents tab) *</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
<p>8</p>	<p>Next, click on the 'Student Info' tab. Use the 'Preferred First Name' and 'Preferred Email' sections if you would like communication about your petition to be addressed to an alternate email or name. Fill out any field that is marked with an asterisk (*).</p>

	
<p>9</p>	<p>Click on the ‘Documents’ tab. Upload a personal statement if you have not already typed one in the free text box on the ‘Petition’ tab. Upload other required supporting documentation.</p>

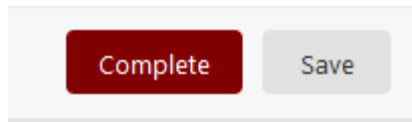
PETITION	STUDENT INFO	DOCUMENTS
Important: Please make sure that the documents are correct and not empty, otherwise the petition will be rejected.		
Acceptable formats for attaching documents below are: .doc, .docx, and pdf.		
Required documents:		
- Personal Statement. Attach a personal statement if one has not been entered as text. (mandatory)		
<u>Drag and drop</u> new file or <u>click</u> to select from file system...		
<u>Click here and paste from Clipboard</u>		
- Attach supporting documentation for your leave request. (mandatory)		
Document(s) *		
<u>Drag and drop</u> new files or <u>click</u> to select from file system...		
		
<u>Click here and paste from Clipboard</u>		

10

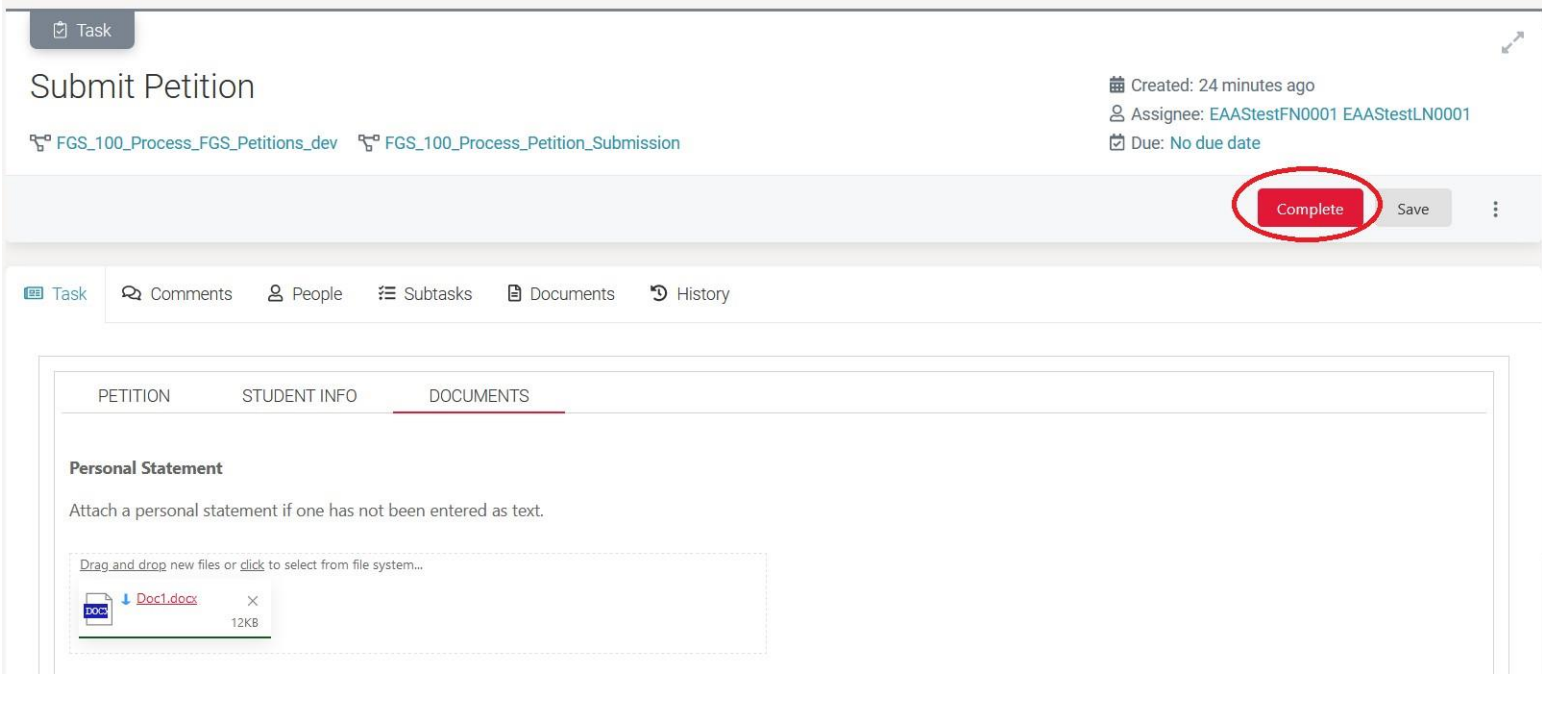
The grey **'Complete'** button on the top right will turn red when all required fields are satisfied, and it is possible to submit the petition. Unsure why you can't submit? Click the **'Save'** button to save your work and continue it later. Doing so will also make a red box appear with information to help guide you to the sections that are incomplete in your petition. Click on the underlined list of outstanding items to learn more about what is missing.











When the "complete" button is grey. It is possible to save, but not yet possible to submit your petition.



When the "complete" button is red, it is possible to click "complete" to submit your petition.

	
11	You will receive an email confirming that your petition has been successfully submitted.

Petition Submission Confirmation

 Graduate-Studies-Petition-Notification@yorku.ca
To: eaas0001@my.yorku.ca;  Anne Stebbins      

Tue 8/6/2024 9:52 PM

Dear EAAStestFN0001 EAAStestLN0001,

Please accept this email as confirmation that you have successfully submitted a petition to the Faculty of Graduate Studies. The petition that you have submitted is: Other Petition.

Please allow 4-6 weeks processing time.

Thank you,

The Faculty of Graduate Studies

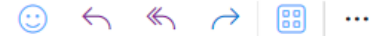
You will also receive an email if your petition is being returned to you with comments and a timeline for you to revise and resubmit.

12

Petition - Action Required



Graduate-Studies-Petition-Notification@yorku.ca



To: eaas0001@my.yorku.ca; 📧 Anne Stebbins; 📧 Anne Stebbins

Wed 8/7/2024 11:11 AM

Dear EAASstestFN0001 EAASstestLN0001

Your petition is being returned to you. Please review the comments found below and revise and resubmit your petition within 10 days . These comments will also be displayed when you log into the petitions portal.

Please note that your petition will be cancelled if it is not resubmitted.

Comments:

The supporting document that you uploaded is corrupt. Please attach a new file and resubmit your petition.

Please login and make the required revisions.

<https://autoworx-qa.uit.yorku.ca/work/deeplink?fragment=/fgspetitions2/fgs115PageStudentDashboard>

Thank you,
Faculty of Graduate Studies

The returned petition will appear red in the **“my new petitions”** dashboard. Click on the petition.

My New Petitions

Task Name	Creation Time	Due Date	Type	Id	First Name	Last Name	Student Number
Submit Petition	2024/08/07 11:11:39		Petition	25185240807110136	EAAStestFN0001	EAAStestLN0001	217051400

The **“all instructions”** section at the top of the petition shows the name of the person who sent the petition back to you, as well as their role. The example in the picture below shows that the Graduate Program Director (GPD) sent the petition back to the student and left an instruction that the supporting document uploaded to the petition was corrupt:

[How to Submit](#)

All Instructions

Date	User Id	Role	Comments
2024/08/07 11:11:39	stebbins	GPD	The supporting document that you uploaded is corrupt. Please attach a new file and resubmit your petition.

Follow the instructions to revise the petition and submit it by clicking on the **‘Complete’** button.

Task

Submit Petition

Created: less than a minute ago
 Assignee: EAAStestFN0001 EAAStestLN0001
 Due: No due date

FGS_100_Process_FGS_Petitions_dev FGS_100_Process_Petition_Submission

Complete Save

Task Comments People Subtasks Documents History

Instructions
 Please upload your personal statement

PETITION STUDENT INFO DOCUMENTS

FGS Petition Type *
 General Leave of Absence

Number of Terms Requested *
 2

Effective Term *
 Fall

Effective Year *

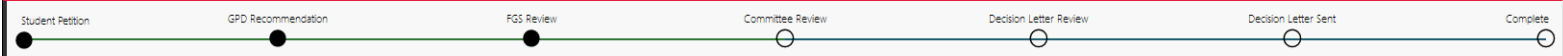
13

Your submitted petition will appear under the dashboard **‘Active Petitions.’** Click on the down arrow, which is found to the right of the petition.

Active Petitions

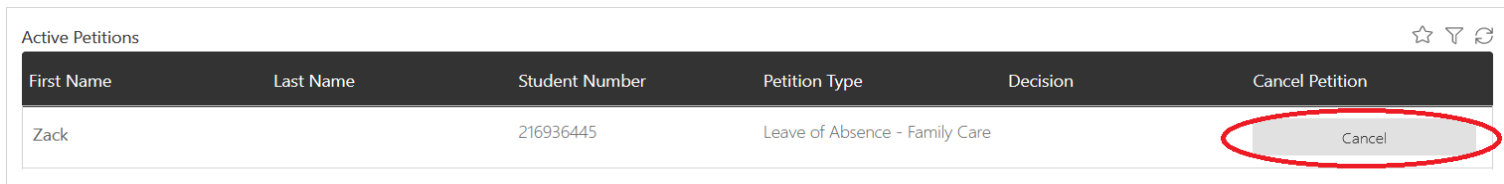
Id	First Name	Last Name	Student Number	Type	Petition Type	Progress Status	Cancel Petition
25185240807110136	EAAStestFN0001	EAAStestLN0001	217051400	Petition	Course Extension (for Incomplete Coursework)	Your petition is now being processed	Cancel

Clicking on the small down symbol at the bottom righthand side of your petition (beside the cancel button) reveals the breadcrumb trail, which is a visual representation showing where your petition is in process. The example below shows that the petition has been submitted, has been reviewed by the Graduate Program Director (GPD), and has been reviewed by FGS (the Faculty of Graduate Studies). The petition is now sitting with the Petitions Committee. Note that the outlined circle is coloured in black when the petition passes through a step.



14

You can cancel your petition at any point *before* a decision has been made by clicking on the **‘Cancel’** button that is under the dashboard **‘Active Petitions.’**



Click **‘Execute’** to proceed with the cancellation.

	<p>Cancel Process?</p> <p>Are you sure you want to cancel this Petition application?</p> <p><input type="button" value="Execute"/> <input type="button" value="Cancel"/></p>
--	--

15


Once a decision has been made, your petition will appear under the dashboard **‘Completed Petitions.’**

Completed Petitions								
Id	First Name	Last Name	Student Number	Type	Petition Type	Decision	Creation Date	Completion Date
25185240807015635	EAAStestFN0001	EAAStestLN0001	██████████	Retroactive	Extension of Program Time Limits (CUPE 3903)	approved	2024/08/07 1:46:PM	2024/08/07 2:04:PM

You will also receive an email with a petition decision letter attached.

G Graduate-Studies-Petition-Notification@yorku.ca 😊 ↶ ↷ ↲ ☰ ⋮

To: eaas0001@my.yorku.ca; ✅ Anne Stebbins; ✅ Anne Stebbins; ✅ Anne Stebbins Tue 8/6/2024 9:47 PM

 EAAStestFN0001 EAAStestLN... 66 KB

Dear EAAStestFN0001 EAAStestLN0001,

Please find attached a decision letter for Transfer Credit (Advanced Standing) submitted on 06/08/2024 at 21:27.

Thank you

EAAStestFN2007 EAAStestLN2007,
 Student Affairs
 The Faculty of Graduate Studies

↶ Reply
↶ Reply all
↷ Forward

