



Navigating the Graduate Petition Portal

GUIDE FOR STUDENTS

YORK 

Guide for Students: *Navigating the Graduate Petition Portal*

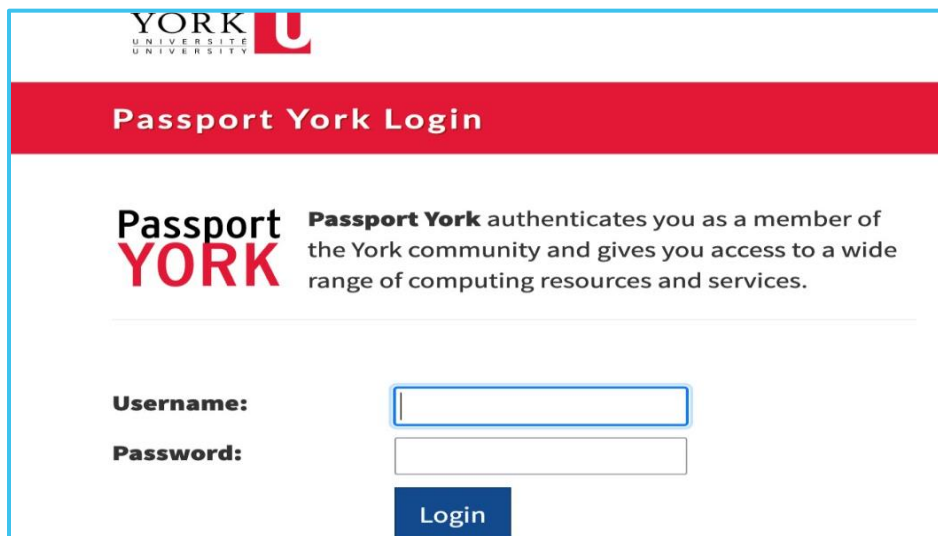
OFFICE OF THE DEAN (FGS) | NOVEMBER 2024

This guide describes the steps that a graduate student will follow to submit a petition on the portal.

*Please consult with your home graduate program office before submitting a petition on the portal.

Entering the Portal

Access the Graduate Petition Portal using your Passport York credentials through the login page (for students) located on the Faculty of Graduate Studies (FGS) [Graduate Portal](#) webpage.



YORK
UNIVERSITY

Passport York Login

Passport YORK Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

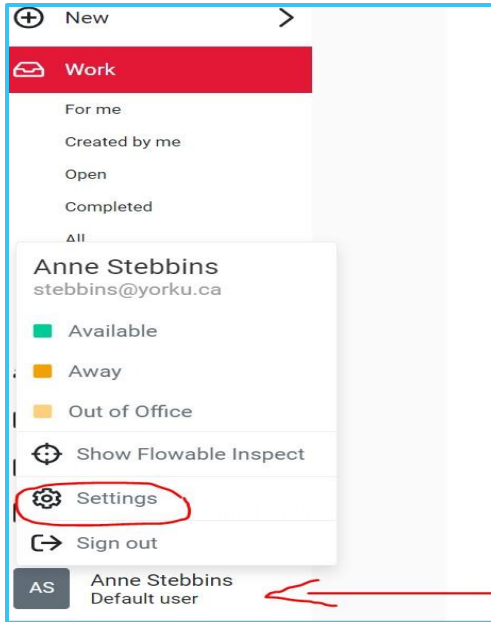
Username:

Password:

Login

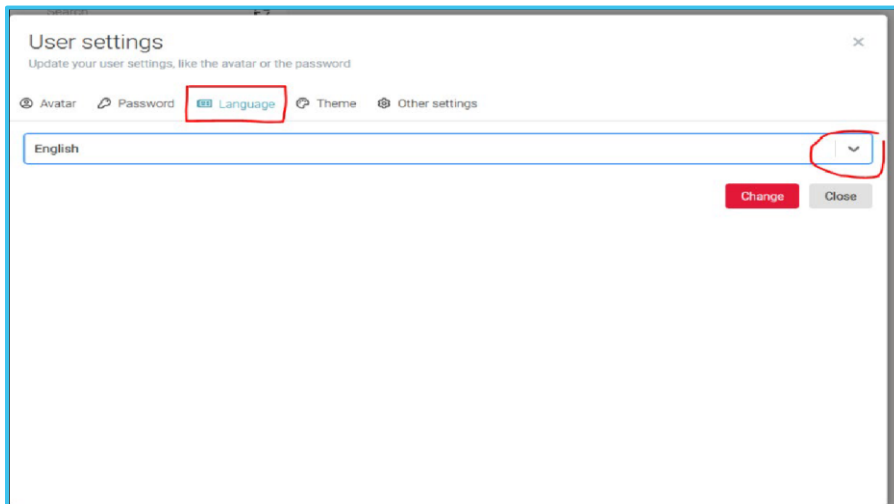
Language Preference

Language preferences can be changed to “French” by clicking on your name in the bottom left corner and then clicking ‘Settings.’



The image above shows the setting tool.

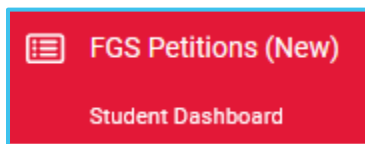
To change to French, select “French” from the drop-down menu.



The image above shows the language setting.

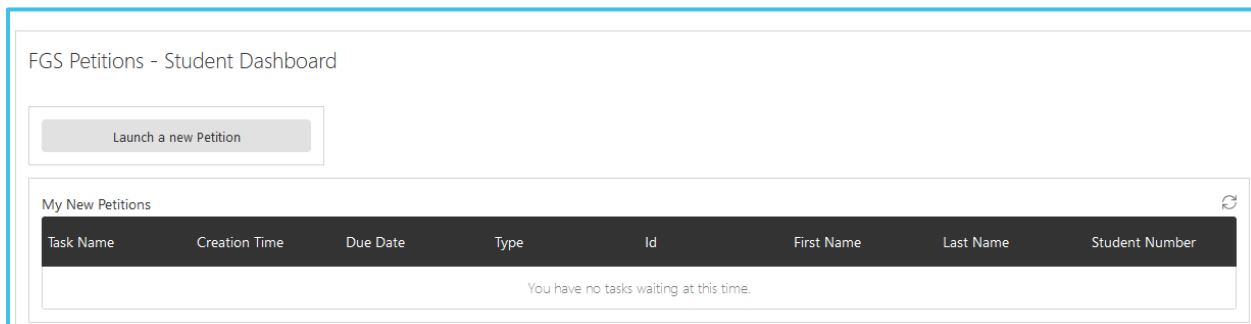
How to submit a Petition

Ensure that you are in the student dashboard of the new Petition Portal.



The image above shows the FGS Petitions (New) Student Dashboard.

Click the “launch a new Petition” button.



The image above shows the launch a new petition button.

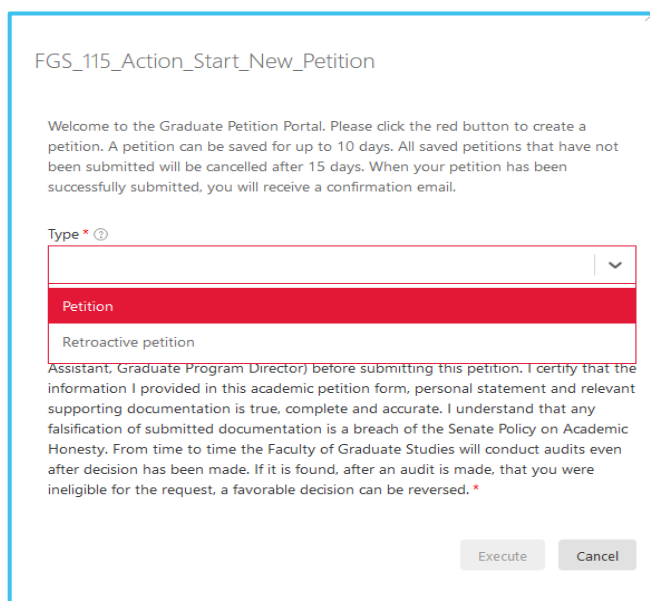
Petition or Retroactive Petition

Select the type of petition.

Click the “?” symbol to learn more about the differences between a petition and a retroactive petition.

Click the check box to confirm that you have spoken to your home graduate program office.

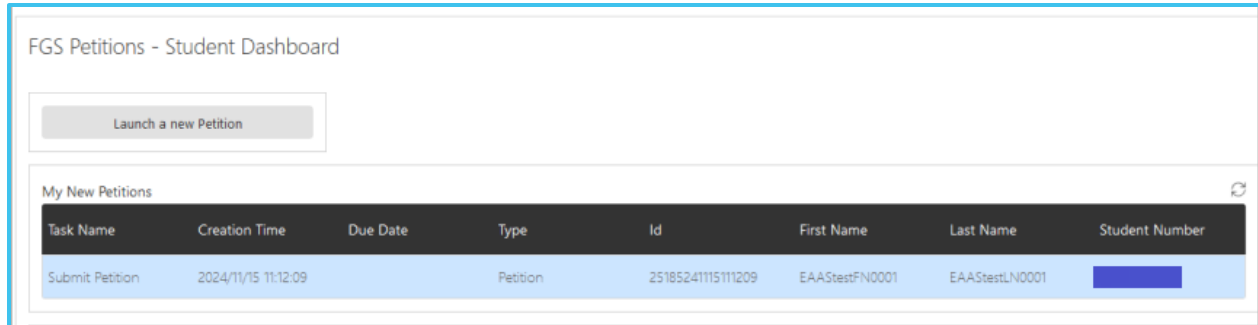
Select a type and then press the “execute” button.



The image above shows the selection of petition or retroactive petition.

How to submit a Petition

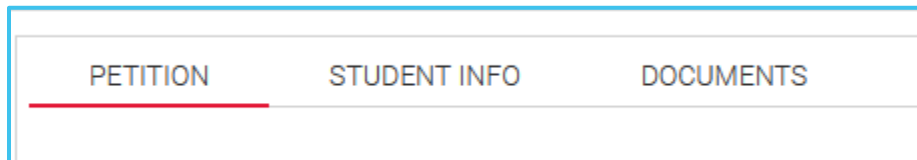
Click on the petition (or retroactive petition) when it appears in the “My New Petitions” dashboard.



The image above shows the my new petitions dashboard.

Three Tabs

There are three tabs with information to fill out. These tabs are: “Petition,” “Student Info” and “Documents.”



The image above shows the petition, student info and documents tabs.

“Petition” Tab

On the “Petition” tab, 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. **Academic year** is the academic year. For example, the academic year 2024-2025 has three terms: FA24, WI25, SU25.

You can type a personal statement in the comment box, or you can upload a personal statement as an attachment on the “**Documents**” tab.

“Student Info” Tab

On the “Student Info” tab, fill out the fields that are marked with an asterisk (*).

The screenshot shows a web interface with a top navigation bar containing 'Task', 'Comments', 'People', 'Subtasks', 'Documents', and 'History'. Below this is a form with three tabs: 'PETITION', 'STUDENT INFO' (which is selected), and 'DOCUMENTS'. The 'STUDENT INFO' tab contains several input fields: 'Student Number' (with a redacted value), 'First Name' (containing 'EAAStestFN001'), 'Preferred First Name' (containing 'Zack'), 'Last Name' (containing 'EAAStestLN001'), 'Email' (containing 'eas001@my.yorku.ca'), and 'Preferred Email' (containing 'zack@gmail.com'). At the bottom, there are two dropdown menus: 'Program' (selected as 'PH.D.* - THES - Theatre and Performance Studies') and 'Faculty' (selected as 'School of the Arts, Media, Performance and Design').

The image above shows the student info tab with fields to complete.

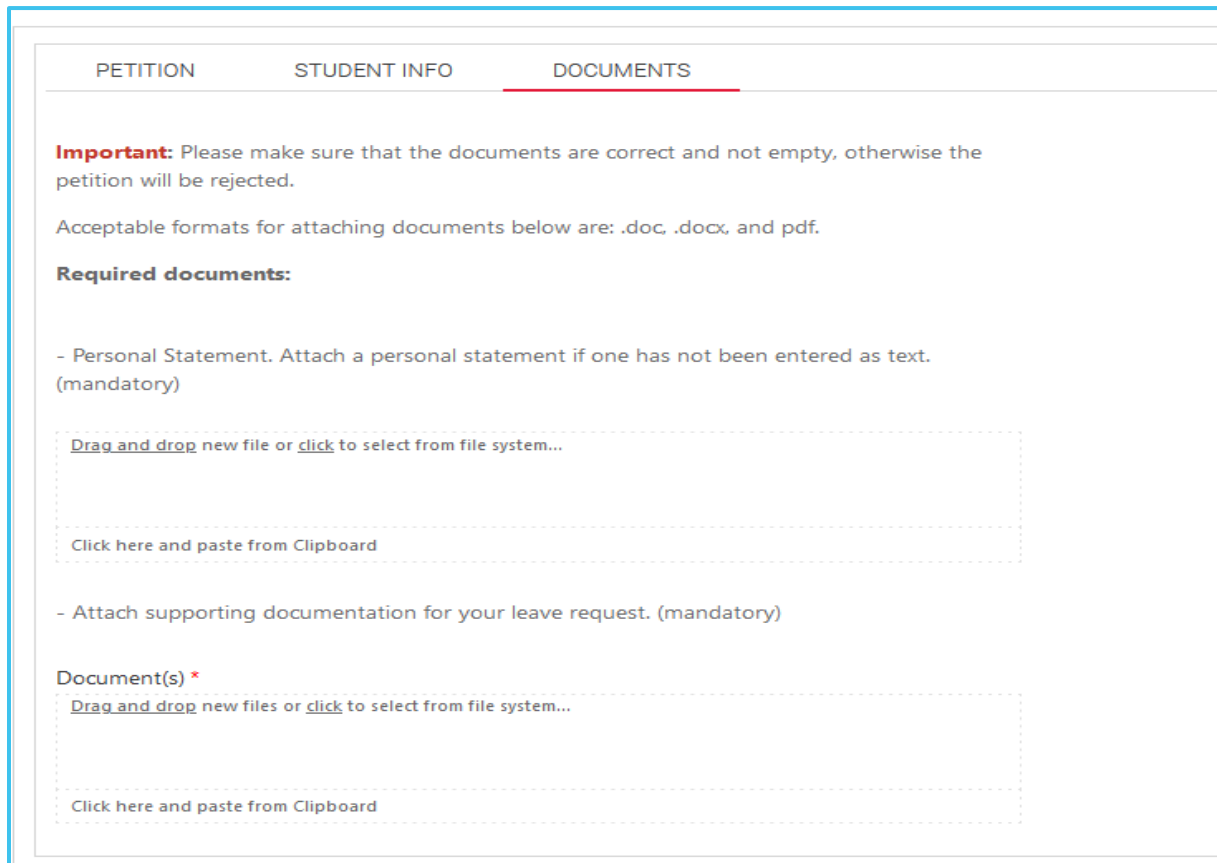
“Documents” Tab

The screenshot on the next slide depicts the “documents” tab for 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.

“Documents” Tab: Leave of Absence Petition

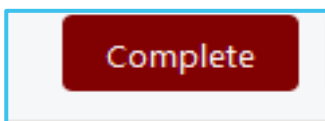


The screenshot shows a web interface with three tabs: 'PETITION', 'STUDENT INFO', and 'DOCUMENTS'. The 'DOCUMENTS' tab is active and underlined. Below the tabs, there is an **Important** notice: "Please make sure that the documents are correct and not empty, otherwise the petition will be rejected." Below this, it lists acceptable formats: ".doc, .docx, and pdf." A section titled **Required documents:** follows. The first item is "- Personal Statement. Attach a personal statement if one has not been entered as text. (mandatory)". Below this is a dashed box containing the text "Drag and drop new file or click to select from file system..." and "Click here and paste from Clipboard". The second item is "- Attach supporting documentation for your leave request. (mandatory)". Below this is another dashed box with the text "Document(s) *", "Drag and drop new files or click to select from file system...", and "Click here and paste from Clipboard".

The image above shows the documents tab.

How to submit a Petition

Submit the request by clicking the “complete” button on the top right-hand corner of the submission.



The image above shows the complete button.

Email Confirmation

Students will receive an email confirmation once a petition is successfully submitted. The petition has now moved forward to your home graduate program where it will be reviewed.

A Returned Petition

An email notification will be sent if a petition is returned. A box on the petition will show a note with instructions. The box shows the user identification of the person who sent the instruction, their role, and the date.

Review the instructions in the note and resubmit. Please also connect with your home graduate program office.

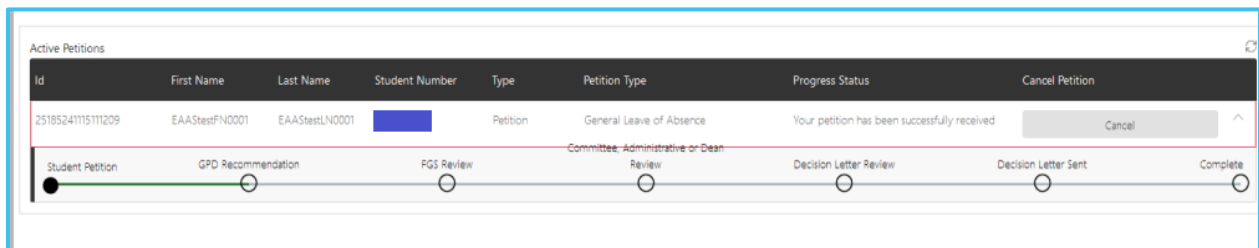
Bread Crumb Trail

The breadcrumb trail shows where the submission is in process.

To view it, click on the downward pointing arrow in the bottom right-hand side of the submission under the “Active Petitions” dashboard.



The image shows the downward facing arrow.



Id	First Name	Last Name	Student Number	Type	Petition Type	Progress Status	Cancel Petition
25185241115111209	EAAStestFN0001	EAAStestLN0001		Petition	General Leave of Absence	Your petition has been successfully received	Cancel

Committee: Administrative or Dean

Student Petition → GPD Recommendation → FGS Review → Committee: Administrative or Dean Review → Decision Letter Review → Decision Letter Sent → Complete

The image above shows submission is waiting for the GPD to review.