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
health YORK

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

- What is an academic petition?
- Where to locate the online academic petition submission form
- 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



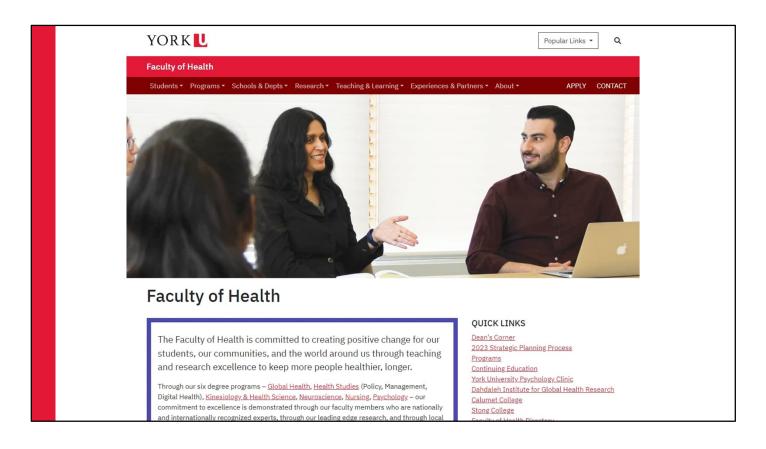
What is an Academic Petition?

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.

www.yorku.ca/health



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



- Under the heading "Students," click on "Academic Petitions". Faculty of Health students must submit their academic petitions online using the online petition submission form found on this page.



Before you begin your petition, you are required to read the detailed information on the Faculty of Health Academic 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,

 A Course Performance Summary (PDF) *per course* Waiver of Debarment Regulations Recommended: Supporting Documentation (i.e. Attending Physician Statement, Counsellor Statement, etc.) or other documentation to support the request. Course Overload **Potential Committee Decisions** Petitions Committees can choose to: Degree Requirement Waived or a) refuse the petition <u>Altered</u> b) grant a withdrawal (W) on the transcript, or c) grant a full drop of the course from the transcript. Late Enrollment For further information on the "Withdrawn from Courses" policy, please visit: Academic Forgiveness Policies, Senate Course Repeat / Late Withdrawal Letter Petition Resources: Course as Grade of Record • For more additional writing guidelines for Late Withdrawal petitions, please see the Petition <u>Letter Writing Guidelines - Late Withdrawal (Drop Course Past Deadline) Information Page.</u> **Appeals** · Create an outline for your Late Withdrawal petition letter by downloading the Petition Letter Outline Template (Late Withdrawal) Submission Deadlines Petitions pertaining to the late withdrawal of specific courses must be submitted within 30 days from the last day of classes. Petitions may be considered for up to 1 year if there are extenuating circumstances to explain the lateness. If your petition is late, please be sure to explain the reasons for the lateness, preferably with supporting evidence for the Petitions Committee to consider waiving the submission deadline.

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 requesting as outlined in the *types of petitions and their requirements* section.

Complete Petition Package



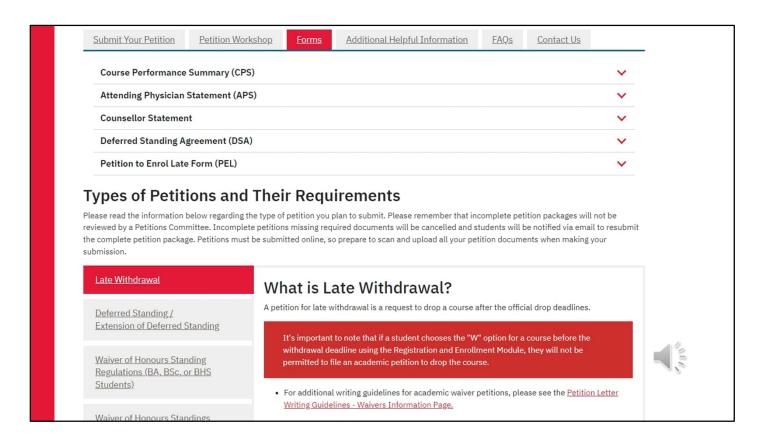
Depending on the regulation you are petitioning, specific forms may be required in your petition package. Please note that an incomplete petition package missing any required document will be cancelled. We will now review the forms that may be required in a petition request.



Course Performance Summary (CPS)



- Course Performance Summary



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;

•		•	rm completed by the course sted. If the course director/	
			ergraduate Program Director prku.ca/health/petition-int	
as to mislead an instr Senate Policy on Acad	ructor, academic unit demic Honesty is pu ariat website (<u>secre</u> t	t or committee, are con blished in full in the Un tariat-policies.info.yor	or altering official documen sidered breaches of acaden dergraduate Calendar and is ku.ca).	nic honesty. The
		ent Information (plea	se print)	
Student Number	Last Name/Family	y Name	Given Name(s)	
Telephone	E-mail		Home Faculty	
Is your record updat	ted? Check your current of	contact information at curre	ntstudents.yorku.ca/student-pers	onal-information.
Session Term	Faculty	Subject	Course Number	Section
Course Title			Course Director/Instructor's Nam	ne

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;

Se	ection II: to be complete	ed by cours	e instructor.					
	e above named student is st the deadline or exempt							1
	edback from the course di							1
C0	implete this form to the be	est of your ab	ility and return it	to the student	as quickly as n	ossible so that	it can be	1
sul	bmitted as part of a compl	lete petitions	package. A dela					1
stu	udent's ability to receive a	timely decisi	on.					1
Se	parate submissions of Co	ourse Perfor	mance Summar	y forms will no	t be accepted.			1
Со	Students have the right summaries. While students are e	ncouraged to	discuss their ci	rcumstances w	ith their course	directors, they		
	confidentiality and a	re not oblige	d to discuss the	grounds of a p	etition with thei	r instructors.		1
	Attendance: to the best							1
2.	Course information: con information is essential to student's petition.							
	Type of graded component or	% weighting	Grade earned	Assignment	Grade provided to student	Date grade	Put a checkmark in	1
	assignment	of course	out of	due date (mandatory)	by drop	was available to student	this column if work was not received	1
	(mandatory)	mark	/100%		deadline?			1
			/100%					1
								1
			/100%					1
			/100%					1
			/100%					1
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			/100%					140
			/100%					5
			/100%					90
			/100%					1
		Total-100%	Letter Grade -		2,			1
Ir	nstructor's Comments (option	nal)						1

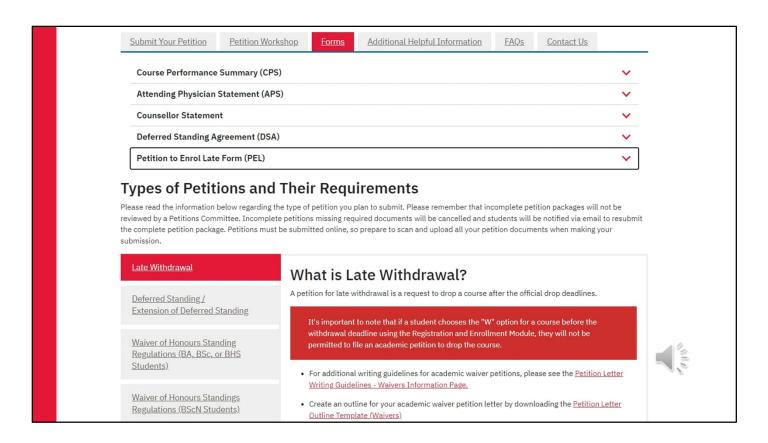
for example, if you are petitioning a Psychology course, you must bring the form to the Psychology Department. The Department will complete Section 2 of the form; the Department may take a couple of weeks to do so.

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



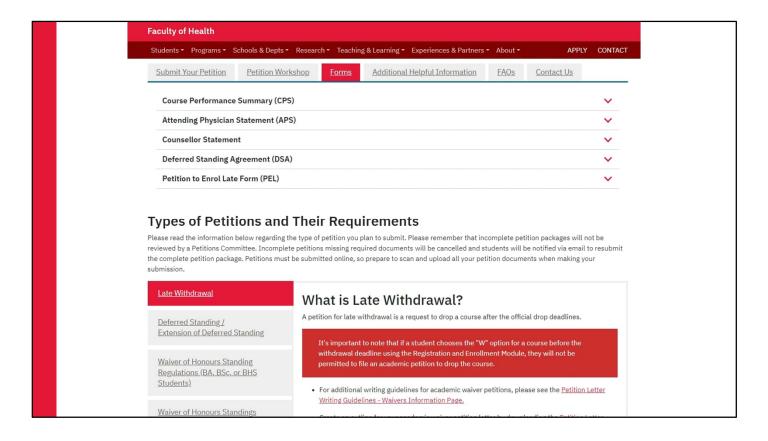
A petition to enrol late form is only required if you are requesting to enrol into a course past the deadline.

				ormation (plea			
Student Number		Last Name/F	Family Name			Given Name	(s)
Telephone		E-mail				Home Faculty	1
Is your record up	pdated? Check yo	our current c	contact informat	ion at currentstuder	ts.yorku.ca/stude	nt-personal	-information.
Indicate the ten	m/session in wh	nich you wish	h to enrol late (check one and enter			
☐ Fall 20		Winter 20	.00	Summer 2	0		
		Co	ourse(s) req	uested for late	enrolment		
Term F	aculty	Subject		Course Number	Section	Tut/Lab	Catalogue Number
In Attendance Sin	nce (dd/mm/yy)			Course Director's Sig	gnature		
Department confi	irmation of availab	oility of space i	in course				
	ase specify; use ba						
Approval of your petiting the Regist Fees: If your please visiting the province of th	of petition: By sign is approved, tration and Enrope have not yet it the Current St	submitting I, you will au olment Mod paid fees f itudents We	this petition, y outomatically be dule (REM) from for this term it beb site (sfs.yorl	you are signifying to e enrolled in your on the Current Stud is your responsibil	course(s). You ca ents W eb site. ity to submit pay tudent-account)	on check your ment for your	in the course(s) above, our enrolment by access your course(s) immedia tion on how to pay thro not received.
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Approval your petiti the Regist Fees: If yo Please vis your bank Student's Signatu	of petition: By so in is approved, tration and Enro but have not yet it the Current St. You are liable ure	submitting I, you will at old plant Mode paid fees fitudents Wet for all fees mation in convour petition & University, p. 1843, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1873, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872, 416-872-1872	this petition, y uutomatically bi dule (REM) fro it for this term it eb site (sfs.york). S. You will not unection with this or appeal, and for please contact the 9675.	rou are signifying to enrolled in your in the Current Students is your responsibil ku.ca/fees/your-students dropped from to the control of th	course(s). You caents W eb site. ity to submit pay tudent-account) he course(s) if po Date (dd the authority of Thi tig purposes. If you lead	ment for y for informa ayment is /mm/yy) e York Univer	our course(s) immediation on how to pay through the course of the course

the department that offers the course, and your own.

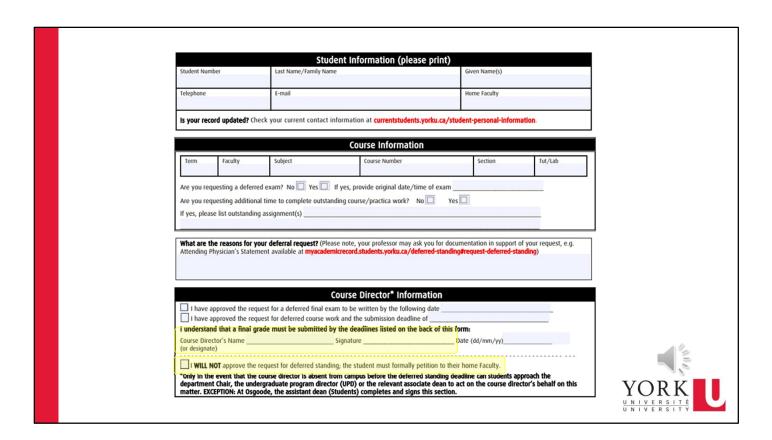
Deferred Standing Agreement Form (DSA)

- Deferred Standing Agreement Form



Click 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 course director or the department.

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



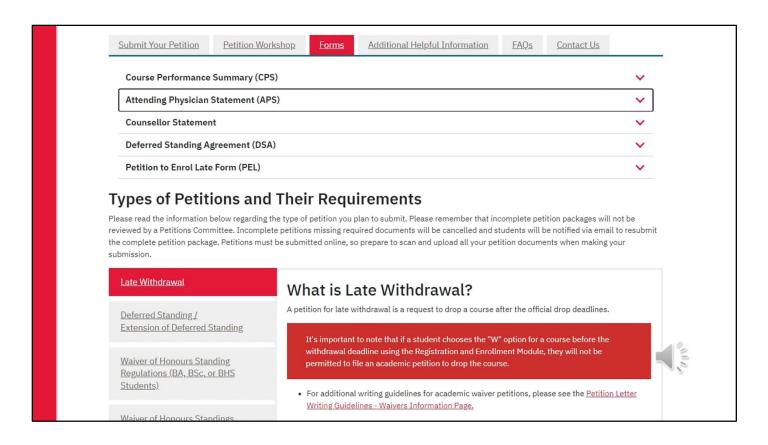
Now, we will review the York University-specific forms that may be included in your petition to support your request. These forms are not required for the petition, but are highly recommended if applicable to your circumstances.



Attending Physician Statement (APS)



Attending Physician Statement

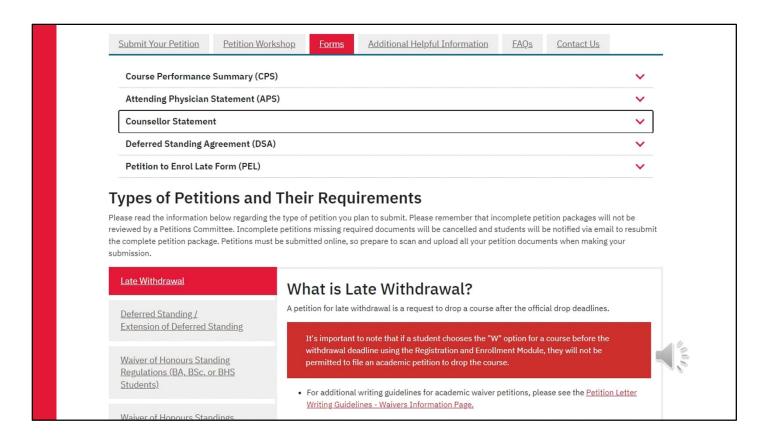


If your petition is based on medical grounds, ask your physician to complete an Attending Physician's Statement which will be included as part of your petition package for support.

©Counsellor Statement



Counsellor Statement



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		
0		
□ Courses involved		
■ Waiver of the 30-day deadline		
Extenuating circumstances - include key dates releved to course(s)	vant to	the
☐ Selectivity		
□ Acknowledge responsibility for your performance		
Outline the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have the step you have the	rove y	our
circumstances		
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Every petition must include a petition letter. The petition letter must 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 final 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 deadline

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

Guidelines for Writing Your Petition Letter

Include the following:		
☐ The regulation being petitioned		
0		
□ Courses involved		
■ Waiver of the 30-day deadline		
Extenuating circumstances - include key dates releved to course(s)	vant to	the
☐ Selectivity		
□ Acknowledge responsibility for your performance		
Outline the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have taken or will take to improve the steps you have the step you have the	rove y	our
circumstances		
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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 or 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 paragraphs to separate each thought
- ☐ Maximum 1500 words
- ☐ Provide third party evidence
- ☐ All supporting evidence should be in English
- ☐ Review the petition requirements to ensure you have included all necessary documents



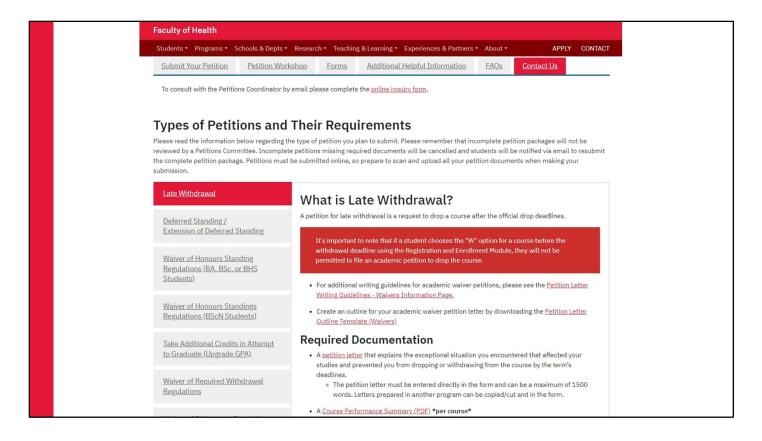
Additional tips include:

- Use paragraphs to separate each thought
- Petition letters should be no more that 1500 words 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
- And student should review the requirements for the petition they are submitting to ensure all necessary documents have been included

Submitting Your Academic Petition Online



Submitting your Academic Petition Online.



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 web site.

To submit an academic petition, click on the Tab called "Submit Your Petition", and then click on the link "Submit Academic Petition Online".

Upon opening the petition submission form, you will see the Instructions page.

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

health YORK UNIVERSITE	
Faculty of Health Academic Petition	
Instructions Personal Petition Personal Supporting Terms and Review Conditions Your Entry	
Name * First Last	
Student Number * Maximum of 9 digits allowed. Currently Entered: 0 digits. Email *	
Phone * ### ### ### International Phone number (if applicable)	
What is your current degree type? *	
If you are currently completing a double major or major minor, what is the second degree major or the minor?	

On the personal information page you will need to provide all required personal and program information. Enter your name, 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 would like 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.

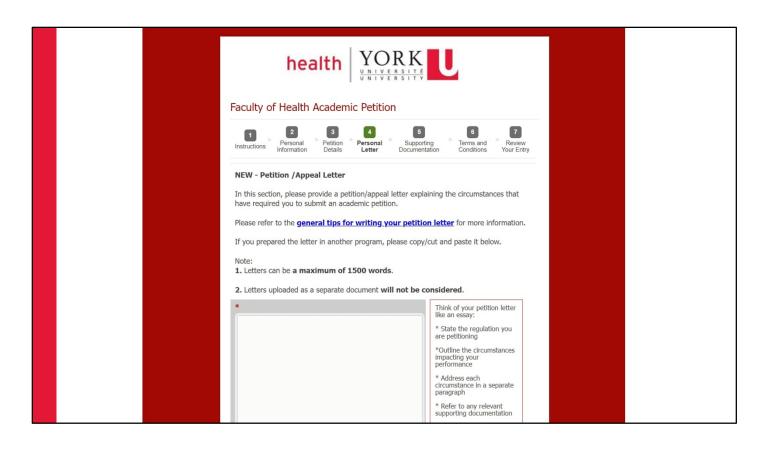
health YORK UNIVERSITE	
Faculty of Health Academic Petition	
1 Personal Information Petition Details Petition Details Supporting Documentation Personal Potentials Personal Potentials Personal Potentials Personal Potentials Personal Potentials Personal Petition P	
The definitions of petition types and their requirements can be found at the <u>Faculty of Health Petition website</u> :	
Petition Type *	
☐ <u>Drop course(s)</u> past the published deadline (Late Withdrawal)	
☐ Add course(s) past the published deadline (Enrol late)	
☐ Waive a required <u>1-year withdrawal</u>	
☐ Waive a required <u>2-year debarment</u>	
□ <u>Deferred standing</u>	
☐ Extension of a <u>Deferred standing</u>	
☐ Degree requirement(s) <u>waived or altered</u>	
□ Course overload	
☐ Repeat a course for degree credit	
☐ Waive Honours Standing (for BA/BSc/BHS students)	
☐ Waive Honours Standing (for BScN students)	
☐ Upgrade <u>GPA in Attempt</u> to Graduate (additional credits)	
Other	

Before completing the petition details page, ensure that you have read through the "Petition types and their requirements" section on 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.

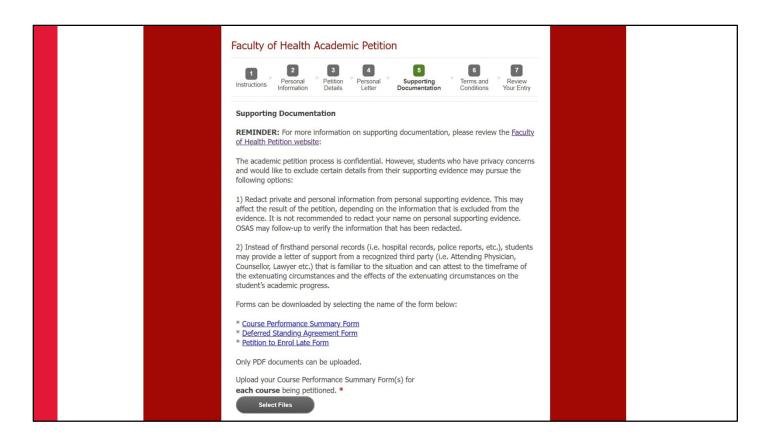
The form will require you to indicate specific information that is relevant to the type of petition you are submitting. For example, for a course drop petition you will first be required to indicate if the submission is late and if so, you will be required to provide an explanation for the late submission. 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.

Once you have completed the petition details page, click "Continue" to proceed to the petition letter page.



On this page you will be required to input your petition letter into the space provided on the form. You may copy and paste your letter into the form or type your letter directly into the space provided. The letter should explain the exceptional circumstances that have required you to petition. The provided space will allow a maximum of 1500 words for the letter.

Once you have completed the petition letter page, click "Continue" to proceed to the supporting documentation page.



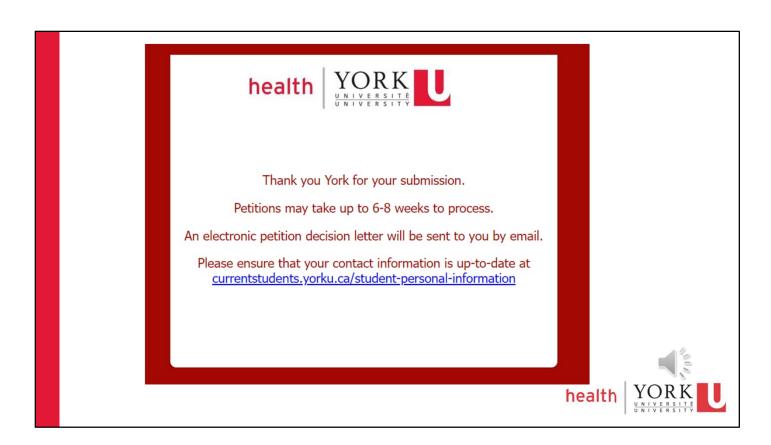
On this page you will be required to upload the following:

- 1) First all the 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.
- 2) And second 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. Once submitted, you will have an opportunity to review your submission. All submissions are considered final.



Please remember that petitions may take 6 - 8 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
- - Allow 1-2 business days for a response



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