

# 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?
- 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](http://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](http://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](http://www.yorku.ca/health)

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The Faculty of Health is committed to creating positive change for our students, our communities, and the world around us through teaching and research excellence to keep more people healthier, longer.

Through our six degree programs – [Global Health](#), [Health Studies](#) (Policy, Management, Digital Health), [Kinesiology & Health Science](#), [Neuroscience](#), [Nursing](#), [Psychology](#) – our commitment to excellence is demonstrated through our faculty members who are nationally and internationally recognized experts, through our leading edge research, and through local

**QUICK LINKS**

- [Dean's Corner](#)
- [2023 Strategic Planning Process](#)
- [Programs](#)
- [Continuing Education](#)
- [York University Psychology Clinic](#)
- [Dahdaleh Institute for Global Health Research](#)
- [Calumet College](#)
- [Stong College](#)
- [Faculty of Health Director](#)

- 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.

## Types of Petitions and Their Requirements

Please read the information below regarding the type of petition you plan to submit. Please remember that incomplete petition packages will not be reviewed by a Petitions Committee. Incomplete petitions missing required documents will be cancelled and students will be notified via email to resubmit the complete petition package. Petitions must be submitted online, so prepare to scan and upload all your petition documents when making your submission.

**Late Withdrawal**

[Deferred Standing / Extension of Deferred Standing](#)

[Waiver of Honours Standing Regulations \(BA, BSc, or BHS Students\)](#)

[Waiver of Honours Standings Regulations \(BScN Students\)](#)

[Take Additional Credits in Attempt to Graduate \(Upgrade GPA\)](#)

[Waiver of Required Withdrawal Regulations](#)

[Waiver of Debarment Regulations](#)

### What is Late Withdrawal?

A petition for late withdrawal is a request to drop a course after the official drop deadlines.


It's important to note that if a student chooses the "W" option for a course before the withdrawal deadline using the Registration and Enrollment Module, they will not be permitted to file an academic petition to drop the course.

- For additional writing guidelines for academic waiver petitions, please see the [Petition Letter Writing Guidelines - Waivers Information Page](#).
- Create an outline for your academic waiver petition letter by downloading the [Petition Letter Outline Template \(Waivers\)](#)


### Required Documentation

- A [petition letter](#) that explains the exceptional situation you encountered that affected your studies and prevented you from dropping or withdrawing from the course by the term's deadlines.
  - The petition letter must be entered directly in the form and can be a maximum of 1500 words. Letters prepared in another program can be copied/cut and in the form.
- A [Course Performance Summary \(PDF\)](#) \*per course\*

Recommended: Supporting Documentation (i.e. Attending Physician Statement, Counsellor Statement, etc.) or other documentation to support the request.



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 href="#">Waiver of Debarment Regulations</a>	<ul style="list-style-type: none"><li>• A <a href="#">Course Performance Summary (PDF)</a> *per course*</li></ul>
<a href="#">Course Overload</a>	<ul style="list-style-type: none"><li>• Recommended: Supporting Documentation (i.e. Attending Physician Statement, Counsellor Statement, etc.) or other documentation to support the request.</li></ul>
<a href="#">Degree Requirement Waived or Altered</a>	<h3>Potential Committee Decisions</h3> <p>Petitions Committees can choose to:</p> <ol style="list-style-type: none"><li>refuse the petition</li><li>grant a withdrawal (W) on the transcript, or</li><li>grant a full drop of the course from the transcript.</li></ol> <p>For further information on the “Withdrawn from Courses” policy, please visit: <a href="#">Academic Forgiveness Policies, Senate</a></p>
<a href="#">Late Enrollment</a>	<h3>Late Withdrawal Letter Petition Resources:</h3> <ul style="list-style-type: none"><li>• For more additional writing guidelines for Late Withdrawal petitions, please see the <a href="#">Petition Letter Writing Guidelines - Late Withdrawal (Drop Course Past Deadline) Information Page</a>.</li><li>• Create an outline for your Late Withdrawal petition letter by downloading the <a href="#">Petition Letter Outline Template (Late Withdrawal)</a>.</li></ul>
<a href="#">Course Repeat / Course as Grade of Record</a>	<h3>Submission Deadlines</h3> <p>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.</p> <p>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.</p> 
<a href="#">Appeals</a>	

and any relevant information regarding the petition type.

<a href="#">Submit Your Petition</a>	<a href="#">Petition Workshop</a>	<a href="#">Forms</a>	<a href="#">Additional Helpful Information</a>	<a href="#">FAQs</a>	<a href="#">Contact Us</a>
Course Performance Summary (CPS)					▼
Attending Physician Statement (APS)					▼
Counsellor Statement					▼
Deferred Standing Agreement (DSA)					▼
Petition to Enrol Late Form (PEL)					▼



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

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[Petition Workshop](#)
[Forms](#)
[Additional Helpful Information](#)
[FAQs](#)
[Contact Us](#)

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- [Course Performance Summary \(CPS\)](#) ▼
- [Attending Physician Statement \(APS\)](#) ▼
- [Counsellor Statement](#) ▼
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- [Petition to Enrol Late Form \(PEL\)](#) ▼

## Types of Petitions and Their Requirements

Please read the information below regarding the type of petition you plan to submit. Please remember that incomplete petition packages will not be reviewed by a Petitions Committee. Incomplete petitions missing required documents will be cancelled and students will be notified via email to resubmit the complete petition package. Petitions must be submitted online, so prepare to scan and upload all your petition documents when making your submission.

**Late Withdrawal**

[Deferred Standing / Extension of Deferred Standing](#)

[Waiver of Honours Standing Regulations \(BA, BSc, or BHS Students\)](#)


[Waiver of Honours Standings](#)

### What is Late Withdrawal?

A petition for late withdrawal is a request to drop a course after the official drop deadlines.

It's important to note that if a student chooses the "W" option for a course before the withdrawal deadline using the Registration and Enrollment Module, they will not be permitted to file an academic petition to drop the course.

- For additional writing guidelines for academic waiver petitions, please see the [Petition Letter Writing Guidelines - Waivers Information Page](#).



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;

**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 [yorku.ca/health/petition-information-and-package/](http://yorku.ca/health/petition-information-and-package/).

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 ([secretariat-policies.info.yorku.ca](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	Home Faculty
<b>Is your record updated?</b> Check your current contact information at <a href="http://currentstudents.yorku.ca/student-personal-information">currentstudents.yorku.ca/student-personal-information</a> .		

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



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;

**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?
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 out of 100%	Assignment due date (mandatory)	Grade provided to student by drop deadline?	Date grade was available to student	Put a checkmark in this column if work was not received
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>
		/100%				<input type="checkbox"/>

Total-100% Letter Grade - \_\_\_\_\_

Instructor's Comments (optional)



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

[Course Performance Summary \(CPS\)](#) [Attending Physician Statement \(APS\)](#) [Counsellor Statement](#) [Deferred Standing Agreement \(DSA\)](#) [Petition to Enrol Late Form \(PEL\)](#) 

## Types of Petitions and Their Requirements

Please read the information below regarding the type of petition you plan to submit. Please remember that incomplete petition packages will not be reviewed by a Petitions Committee. Incomplete petitions missing required documents will be cancelled and students will be notified via email to resubmit the complete petition package. Petitions must be submitted online, so prepare to scan and upload all your petition documents when making your submission.

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[Deferred Standing /  
Extension of Deferred Standing](#)[Waiver of Honours Standing  
Regulations \(BA, BSc, or BHS  
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Regulations \(BScN Students\)](#)

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It's important to note that if a student chooses the "W" option for a course before the withdrawal deadline using the Registration and Enrollment Module, they will not be permitted to file an academic petition to drop the course.

- For additional writing guidelines for academic waiver petitions, please see the [Petition Letter Writing Guidelines - Waivers Information Page](#).
- Create an outline for your academic waiver petition letter by downloading the [Petition Letter Outline Template \(Waivers\)](#).



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

Student Information (please print)						
Student Number	Last Name/Family Name			Given Name(s)		
Telephone	E-mail			Home Faculty		
<b>Is your record updated?</b> Check your current contact information at <a href="http://currentstudents.yorku.ca/student-personal-information">currentstudents.yorku.ca/student-personal-information</a> .						
Indicate the term/session in which you wish to enrol late (check one and enter year): <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Summer 20____						
Course(s) requested for late enrolment						
Term	Faculty	Subject	Course Number	Section	Tut/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)						
<ul style="list-style-type: none"> <li><b>Approval of petition:</b> 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.</li> <li><b>Fees:</b> If you have not yet paid fees for this term it is <b>your</b> responsibility to submit payment for your course(s) <b>immediately</b>. Please visit the Current Students Web site (<a href="http://sfs.yorku.ca/fees/your-student-account">sfs.yorku.ca/fees/your-student-account</a>) for information on how to pay through your bank. You are liable for <b>all</b> fees. You will not be dropped from the course(s) if payment is not received.</li> </ul>						
Student's Signature				Date (dd/mm/yy)		
<small>Protection of Privacy: Personal information in connection with this form is collected under the authority of <i>The York University Act, 1965</i>. 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, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.</small>						
<b>For Faculty/Departmental Use Only</b>		Override permission mounted by:		Date:		
<b>Registrar's Office Use Only</b>		Input:		Date:		



the department that offers the course, and your own.





  
**Deferred Standing Agreement Form (DSA)**



- Deferred Standing Agreement Form

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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.

Student Information (please print)		
Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Home Faculty
Is your record updated? Check your current contact information at <a href="http://currentstudents.yorku.ca/student-personal-information">currentstudents.yorku.ca/student-personal-information</a> .		

Course Information					
Term	Faculty	Subject	Course Number	Section	Tut/Lab
Are you requesting a deferred exam? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, provide original date/time of exam _____					
Are you requesting additional time to complete outstanding course/practica work? No <input type="checkbox"/> Yes <input type="checkbox"/>					
If yes, please list outstanding assignment(s) _____					
<b>What are the reasons for your deferral request?</b> (Please note, your professor may ask you for documentation in support of your request, e.g. Attending Physician's Statement available at <a href="mailto:myacademicrecord.students.yorku.ca/deferred-standing#request-deferred-standing">myacademicrecord.students.yorku.ca/deferred-standing#request-deferred-standing</a> )					


  

Course Director* Information	
<input type="checkbox"/>	I have approved the request for a deferred final exam to be written by the following date _____
<input type="checkbox"/>	I have approved the request for deferred course work and the submission deadline of _____
<b>I understand that a final grade must be submitted by the deadlines listed on the back of this form:</b>	
Course Director's Name _____ (or designate)	Signature _____ Date (dd/mm/yy) _____
<input type="checkbox"/>	I WILL NOT approve the request for deferred standing; the student must formally petition to their home Faculty.
<small>*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 (Students) completes and signs this section.</small>	



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

[Course Performance Summary \(CPS\)](#) [Attending Physician Statement \(APS\)](#) [Counsellor Statement](#) [Deferred Standing Agreement \(DSA\)](#) [Petition to Enrol Late Form \(PEL\)](#) 

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- For additional writing guidelines for academic waiver petitions, please see the [Petition Letter Writing Guidelines - Waivers Information Page](#).





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



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Counsellor Statement

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- Course Performance Summary (CPS) ▼
- Attending Physician Statement (APS) ▼
- Counsellor Statement** ▼
- Deferred Standing Agreement (DSA) ▼
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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 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 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
- Courses involved
- Waiver of the 30-day 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



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 than 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.

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To consult with the Petitions Coordinator by email please complete the [online inquiry form](#).

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### Required Documentation

- A [petition letter](#) that explains the exceptional situation you encountered that affected your studies and prevented you from dropping or withdrawing from the course by the term's deadlines.
  - The petition letter must be entered directly in the form and can be a maximum of 1500 words. Letters prepared in another program can be copied/cut and in the form.
- A [Course Performance Summary \(PDF\)](#) \*per course\*

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.

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### Faculty of Health Academic Petition

1 Instructions > 2 **Personal Information** > 3 Petition Details > 4 Personal Letter > 5 Supporting Documentation > 6 Terms and Conditions > 7 Review 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.

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**Faculty of Health Academic Petition**

1 > 2 > 3 > 4 > 5 > 6 > 7  
 Instructions > Personal Information > **Petition Details** > Personal Letter > Supporting Documentation > Terms and Conditions > Review Your Entry

The definitions of petition types and their requirements can be found at the [Faculty of Health Petition website](#):

**Petition Type \***

- [Drop course\(s\)](#) past the published deadline (Late Withdrawal)
- [Add course\(s\)](#) past the published deadline (Enrol late)
- Waive a required [1-year withdrawal](#)
- Waive a required [2-year debarment](#)
- [Deferred standing](#)
- Extension of a [Deferred standing](#)
- Degree requirement(s) [waived or altered](#)
- [Course overload](#)
- [Repeat a course](#) for degree credit
- Waive Honours Standing ([for BA/BSc/BHS students](#))
- Waive Honours Standing ([for BScN students](#))
- Upgrade [GPA in Attempt](#) 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.



Faculty of Health Academic Petition

- 1 Instructions
- 2 Personal Information
- 3 Petition Details
- 4 **Personal Letter**
- 5 Supporting Documentation
- 6 Terms and Conditions
- 7 Review Your Entry

**NEW - Petition /Appeal Letter**

In this section, please provide a petition/appeal letter explaining the circumstances that have required you to submit an academic petition.

Please refer to the [general tips for writing your petition letter](#) for more information.

If you prepared the letter in another program, please copy/cut and paste it below.

Note:

1. Letters can be a **maximum of 1500 words**.

2. Letters uploaded as a separate document **will not be considered**.

\* Think of your petition letter like an essay:

- \* State the regulation you are petitioning
- \* Outline the circumstances impacting your performance
- \* Address each circumstance in a separate paragraph
- \* Refer to any relevant supporting documentation

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.

The screenshot shows a web interface for the Faculty of Health Academic Petition process. At the top, there is a navigation bar with seven steps: 1. Instructions, 2. Personal Information, 3. Petition Details, 4. Personal Letter, 5. Supporting Documentation (highlighted in green), 6. Terms and Conditions, and 7. Review Your Entry. Below the navigation bar, the page title is "Faculty of Health Academic Petition". The main heading is "Supporting Documentation". A "REMINDER" section states: "For more information on supporting documentation, please review the [Faculty of Health Petition website](#):". A paragraph explains that the process is confidential and offers options for students with privacy concerns: 1) Redact private and personal information from personal supporting evidence. 2) Provide a letter of support from a recognized third party (e.g., Attending Physician, Counsellor, Lawyer). Below this, it says "Forms can be downloaded by selecting the name of the form below:" and lists three forms: \* [Course Performance Summary Form](#), \* [Deferred Standing Agreement Form](#), and \* [Petition to Enrol Late Form](#). A note states "Only PDF documents can be uploaded." and "Upload your Course Performance Summary Form(s) for **each course** being petitioned. \*". At the bottom, there is a "Select Files" button.

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.



Thank you York for your submission.

Petitions may take up to 6-8 weeks to process.

An electronic petition decision letter will be sent to you by email.

Please ensure that your contact information is up-to-date at [currentstudents.yorku.ca/student-personal-information](http://currentstudents.yorku.ca/student-personal-information)



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

✉ [hmpet@yorku.ca](mailto:hmpet@yorku.ca)

- 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 [hmpet@yorku.ca](mailto:hmpet@yorku.ca). Please allow 1 to 2 business days for a response.