

APPEAL FORM, Committee on Student Academic Petitions.

Appeals must be submitted as an email attachment in PDF format to lapspet@yorku.ca

Part 1: Personal Information (please print)			
Student Number:		Home Faculty:	Liberal Arts & Professional Studies
Last Name:		First Name:	
Telephone:		E-mail:	

Part 2: Details of my appeal:

On _____ (date of your decision letter) the Committee on Student Academic Petitions of the Faculty of Liberal Arts & Professional Studies made a decision on the petition that I submitted on _____ (date you submitted your petition). The petition application number was _____ (this number can be found on your online application). I would like to appeal the decision as follows (check as appropriate):

The Committee granted my petition for late withdrawal, with a “W” to replace the course grade on my transcript. I appeal for late withdrawal, removal of the course from my transcript. *(You must specify the courses below):*

The Committee refused my petition for late withdrawal. I wish to appeal the decision. *(You must specify the courses below):*

The Committee refused my petition for _____ (specify the type of petition that was refused). Do not check this box for a late withdrawal appeal. See preceding choices for a late withdrawal appeal. *If specific courses were involved, you must specify the courses below:*

Part 3: The grounds for my appeal are:

- New Evidence (e.g. medical documentation that I was unable to obtain previously due to....)
- Procedural Irregularity (See: <http://www.yorku.ca/secretariat/senate/committees/sac/documents/SACGroundsForAppeal.pdf>)

I am submitting:

- A letter of appeal (a detailed statement of grounds)
- A letter explaining why the appeal is being submitted late **IF** the appeal is being submitted more than 30 days after the date of the petition decision letter
- Documentation to support my claim: _____
(Attending Physician's Statement; death certificate; travel documents; etc.)

NOTE: Your appeal will require clear and compelling evidence. As concerns an appeal in relation to a late withdrawal petition, the Committee will evaluate your academic performance and the requirements of the course, both before and after the withdrawal deadline; scrutinize timelines; consider the relevance of prior academic or petition warnings; check on the selectivity of your request; consider the appropriateness of other petition options; and look at how promptly you submitted your appeal relative to the published submission deadline. In short, your circumstances, and your decisions and actions, and the timing of those decisions and actions, will be thoroughly considered in advance of a decision. **If you did not submit Course Performance Summary (CPS) forms with the petition, you must provide the CPS forms with this appeal. For more information see the Late Withdrawal Information Sheet on this website.**

MOST FREQUENT TYPES OF PETITION:

- Late Withdrawal*
- Deferred Standing*
- Extension of Deferred Standing*
- Late Enrolment/Re-Enrolment*
- Waive Honours Standing Regulations (120-credit degree)*
- Take Additional Credits (90-credit degree)*
- Waive a Required Withdrawal or Debarment*
- Course Overload*
- Other types can be identified from your petition decision letter*

Part 4: Signature and Declaration

I declare that the information on this form and all statements in the attached appeal letter and supporting documentation are true, complete and accurate. I understand that any misrepresentation of this information may lead to a charge of breach of academic honesty. I consent to the disclosure by York University of personal information including the information I have given on this form and the associated supporting documentation to members of the appeals adjudicating committees and associated administrative staff. I confirm that all the necessary supporting documentation for my appeal is enclosed. I also understand that if any required documentation is missing, my appeal will be cancelled.

Signature: _____ Date: _____

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 Office of the Associate Dean, Student, N926 Ross Building, 4700 Keele Street, Toronto, ON M3J 1P3, 416-650-8193.

OFFICE USE ONLY:	Date Received:	SCAN	PES
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