

General Information

All academic petitions are considered by the Student Affairs Committee or Sub-Committee at the Schulich School of Business. Petitions will only be considered for **rare and unforeseen extenuating circumstances**, for conditions that could NOT have been predicted or anticipated (e.g. medical reasons, death of a family member, etc.).

Petitions to the Student Affairs Committee or Sub-Committee must be submitted to the front desk in Student Services and International Relations, W262. Electronic petitions must be emailed from a Lotus Notes account to petitions@schulich.yorku.ca. Petitions will not be considered until all documentation is received. It is your responsibility as a student to submit all documentation.

If you wish to discuss your petition, you are encouraged to make an appointment with an academic advisor. Contact the Records & Promotions Assistant at 416-736-2100 ext. 77971 to book an appointment.

Once a decision has been made regarding your petition, you will be notified by mail. You should not assume that submitting a petition will result in a positive outcome. It can take **3 to 6 weeks** to receive a decision. If you have any questions, please contact the Student Academic Services Coordinator at 416-736-2100 ext. 22744.

GRADE APPEALS: The process for grade appeals is described in the Graduate Student Handbook under *Academic Policies and Regulations*.

1. Checklist

Please ensure that you have included the following documentation with your petition. Print clearly and provide complete information.

- Academic Petition Form (this form)
- Personal letter (one to two pages, typed) clearly stating:
 - **Regulation(s) being petitioned:** clearly state the regulation(s) from which you are seeking exemption.
 - **Circumstances or grounds for the petition:** explain in detail all the circumstances and problems which prompted your petition request with supporting documentation.
 - **Action plan (if applicable):** outline the steps you will take to improve your academic performance or avoid this in the future.

If applicable: Supporting documentation (e.g. Death certificate, Attending Physician's Statement, Counselling and Disabilities Counsellor Statement, etc.)

2. Personal Information

Program: MBA IMBA MF MPA MSc MAcc Other: _____

Student Number: _____

Last Name: _____ First Name: _____

Telephone: _____ Email: _____

Keep your information up-to-date! Make sure we have your current contact information. Visit My Personal Info on the My Student Records section of the Current Students Web site at www.yorku.ca/yorkweb/currentstudents/mystudentrecords

3. Declaration and Signature

I declare that the information on this form and all statements in the attached petition 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 to York University of personal information including the information I have given on this form and the associated supporting documentation to members of the Student Affairs Committee and associated administrative staff. I confirm that **all** the necessary supporting documentation for my petition is enclosed. I also understand that if any required documentation is missing, my petition will not be processed.

Student Signature: _____ **Date:** _____

4. Petition Type

Please clearly state the regulation(s) you are petitioning (i.e. required withdrawal, leave of absence):

5. Supporting documentation

- | | |
|--|---|
| <input type="checkbox"/> Attending Physician's Statement | <input type="checkbox"/> Airline/train/bus ticket/receipts for emergency travel (indicating destination, departure and/or return dates) |
| <input type="checkbox"/> Counselling & Disabilities Counsellor Statement | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Death Certificate/Obituary of relative | |

6. Course Performance

Complete this section only if you are petitioning to add or drop a course after the published deadline. If you are petitioning more than two courses, attach another form with this section.

TO BE COMPLETED BY THE COURSE INSTRUCTOR

COURSE and SECTION	TERM	INSTRUCTOR	
COURSE WORK COMPLETED	DUE DATE	WEIGHT (%)	ASSIGNED GRADES
Has the student attended class? <input type="checkbox"/> Yes <input type="checkbox"/> No		Last date attended: _____	
Do you support the student's request? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Instructor Signature: _____		Date: _____	

COURSE and SECTION	TERM	INSTRUCTOR	
COURSE WORK COMPLETED	DUE DATE	WEIGHT (%)	ASSIGNED GRADES
Has the student attended class? <input type="checkbox"/> Yes <input type="checkbox"/> No		Last date attended: _____	
Do you support the student's request? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Instructor 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 for educational, administrative and statistical purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Director, Student Services, Schulich School of Business, W263 SSB, 4700 Keele Street, Toronto, ON M3J 1P3, tel. 416-736-2100 Ext. 70228.