



1. PETITIONS

Students may submit a petition to the Committee on Standing for an exemption from a rule, regulation or deadline of the Faculty as set out in its Academic Calendar and website, <http://www.artsandscience.utoronto.ca/ofr/calendar/rules.htm>.

Students are responsible for observing sessional dates and deadlines, and to organize their academic priorities accordingly. Only in cases of documented debilitating illness and/or legitimate conflict should a student submit a petition request. Not all requests are granted. Petitions based on travel, employment, or personal plans will not be considered.



2. COUNSELLING & INQUIRIES

It is recommended that students seek advice and information from their College Registrar's Office regarding petition procedures. While the ultimate decision to submit a petition rests with the student, staff in the Registrar's Office may on occasion discourage petitions that are unlikely to be granted due to insufficient grounds or lateness. All inquiries regarding a student's petition should be directed to the College Registrar's Office. The Petitions Office does not respond directly to student inquiries.



3. FILING A PETITION

Aside from filling out the petition form, you are required to write a clear and concise statement (no more than 2 pages) of the reasons why compliance with the rule, regulation or deadline is/was not possible, or why special consideration is being requested. ALL petitions must be supported by appropriate documentation and submitted to the college registrar at the time of filing the petition form. If documentation is not submitted within three (3) weeks of initiation, the petition may not be accepted. Note that it may take at least a week before the Petitions Office receives a petition from your college. Incomplete or late petitions will not be forwarded to the Faculty. All information in petition requests is treated confidentially. Students are encouraged to disclose their full situation at the outset to avoid the need for late and more complicated appeals.



4. DOCUMENTATION

The Faculty will accept only the University of Toronto *Student Medical Certificate* in support of petitions that cite illness as the reason for the request. A copy of the certificate can be found on the Faculty of Arts & Science website www.artsci.utoronto.ca/current/undergraduate/forms, in the Registration Handbook & Timetable, and at various offices on campus. Note: The Petitions Office regularly follows up with physicians' offices to validate medical documentation. Full contact information is required on the form.



5. DEADLINES

Specific deadlines have been established for filing petitions and will not be waived.

- 1. Term Work** - Petitions must be filed before the end of the examination period.
- 2. Examinations** - Requests of any type regarding examinations must be filed within a week of the end of the examination period. For December examinations, requests must be filed within five (5) working days in January.
- 3. Late Withdrawal without Academic Penalty** - For Fall/Winter Session courses: the following 15 November, and for Summer Session courses: the following 28/29 February.



6. FEES

There are no fees incurred for filing petition requests. If you are granted to write a deferred examination, there is a fee of \$70.00 for each deferred examination, to a maximum of \$140.00 for deferred examinations written in a single exam session. For missed examinations due to specific religious observance and AODA-related reason, the fee is exempted. Please consult with your College Registrar.



7. RESPONSE TIME

The Petitions Office can normally respond to most petitions within three (3) weeks of receiving the petition from the College Registrar. If incomplete/delayed documentation or an insufficient statement has been provided, the College Registrar staff will not forward a petition to the Faculty. Please contact the College Registrar with questions or concerns if a decision seems to be unduly delayed. Petition decisions can take several weeks to be issued if they are returned to the college for lack of information, or if the request has to be consulted with the course instructor/department. Petitions that must go to the full Committee on Standing may take somewhat longer.



PLEASE READ CAREFULLY:

Before submitting a petition request, consult with your College Registrar and carefully read the instructions on the Office of the Faculty Registrar Arts & Science website, www.artsci.utoronto.ca/current/undergraduate/petitions.

PART A: PERSONAL INFORMATION *Please print legibly

Student Number: _____ College: _____

Last Name: _____ First Name: _____

Telephone (Home): _____ (Cell): _____

UTORONTO E-mail Address: _____ @utoronto.ca
 @mail.utoronto.ca

The petition decision and all other communication will be sent to your University-issued UTORONTO e-mail account only. Students are expected to monitor and retrieve their e-mail on a frequent and consistent basis. It is recommended that you do not forward your UTOR e-mail account. Non-receipt of a decision is not an acceptable reason for further special consideration, petitions, and/or appeals.

PART B: REQUEST FOR CONVOCATION

Have you made a request to graduate? If so, please checkmark the convocation period: June November

PART C: REASON(S) FOR PETITION

Illness* Personal Domestic Other: _____

*The Faculty will only accept the UofT Student Medical Certificate in support of petitions that cite illness as the reason for the request.

PART D: PETITION CHECK-LIST & AGREEMENT

Please carefully review the check-list below:

- i. I have read, understood, and will abide by the petition instructions outlined by the Faculty of Arts & Science.
 - ii. ALL supporting documentation has been provided completely and accurately. I am aware that the petition will not be forwarded to the Faculty for consideration without complete documentation to verify the reason(s) for the request.
- OR**
- [College Advisor Initial: _____] At the permission of the College, if my petition is incomplete, I understand that I am given a maximum of three (3) weeks to provide the necessary documentation. After that time, the petition will be considered late and will not be considered unless an extenuating circumstance prevented otherwise.
 - iii. For first deferred examination request(s) only:
A college advisor has informed me of the examination period(s) for the requested deferred examination(s). If the petition is granted, I understand that it is my responsibility to pay for the deferred examination fee immediately, and attend the deferred examination(s).
 - iv. I understand that there is no guarantee that my request will be granted.

STUDENT SIGNATURE	DATE PETITION FILED



Student Number: _____ Last Name: _____

**PART E: PETITION REQUEST(S)
DEFERRED EXAMINATION(S):**

Session (e.g. 20119)	Course Code (e.g. CHM147H1F)	Section* (e.g. L0101)	% of Final Grade	Orig. Exam Date (e.g. Dec 15, 2011)	Orig. Exam Time (e.g. 2:00 p.m.)	OFFICE USE:		
						1 st Deferred Exam Type	Appeal	G/R/N
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	

* It is important to enter the correct section, particularly as different sections may give different examinations.

EXTENSION OF TIME FOR TERM WORK :

Initial: _____ *I understand that I am expected to continue working on the incomplete work and will submit it to my College Registrar by the extension date requested below, to be date-stamped and held until a petition decision is issued. I understand that there is no guarantee that my request will be granted.*

Session (e.g. 20119)	Course Code (e.g. CHM147H1F)	Section (e.g. L0101)	% of Final Grade	Type of Assignment (e.g. essay, term test)	Original Due Date	Extension Date Requested	OFFICE USE:	
							Appeal	G/R/N
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	

OTHER: (e.g. Late withdrawal, lifting of suspension, and any other exemption(s) to Faculty rules and regulations)

Request(s) of Petitioner	Session (e.g. 20119)	Course Code (e.g. CHM147H1F)	Section (e.g. L0101)	OFFICE USE:	
				Appeal	G/R/N
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

COLLEGE REGISTRAR OFFICE USE ONLY	Date Entered:	Initials:
Is this petition eligible for exemption of fee(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO / If YES, this petition is: <input type="checkbox"/> AODA-related OR <input type="checkbox"/> Religious Observance		
Notes:		