



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 [Rules and Regulations section of the online Academic Calendar](#). Students are responsible for observing sessional dates and deadlines and for organizing 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 in progress can be directed to the College Registrar's Office.



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 your College Registrar's Office when filing the petition.** If documentation is not submitted within 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 recommends the University of Toronto [Verification of Student Illness and Injury](#) form in support of petitions that cite illness as the reason for the request. Any other document submitted must be original and provide the same information as the form. Practitioners that may use this form are: physicians, surgeons, nurse practitioners, dentists, psychologists, psychotherapists and social workers. If your documentation is for non-medical circumstances, [this form](#) should be used following [these Guidelines](#) the Faculty developed. 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 within 5 business days of the end the examination period. (For courses ending in December, the deadline is 5 business days after the December break.)
- 2. Examinations** - Petitions must be filed within 5 business days of the end the examination period. (For December exams, the deadline is 5 business days after the December break.)
- 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 your petition to write a deferred examination is granted there is a fee of \$70.00 for each deferred examination, to a maximum of \$140.00 in a single exam session. For examinations missed due to specific religious observance or a reason related to needed accommodation under the Access for Ontarians with Disabilities Act (AODA), 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's Office. 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's Office 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 a course instructor/department had to be consulted. 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's Office and carefully read the instructions on the Office of the Faculty Registrar Arts & Science website, www.artsci.utoronto.ca/current/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 Verification of Student Illness and Injury form in support of petitions citing 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 :

<p>Initial: _____ <i>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.</i></p>								
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:
<p>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</p>			
<p>Notes:</p>			