



## Petition Submission Form

This petition form is intended for students registered in the Faculty of Arts & Science. It is to be completed, then submitted to your College Registrar’s office. Students are first encouraged to review the Faculty of Arts & Science Petitions information website ([www.artsci.utoronto.ca/current/faculty-registrar/petitions](http://www.artsci.utoronto.ca/current/faculty-registrar/petitions)) and the Academic Calendar ([fas.calendar.utoronto.ca/petitions-and-appeals](http://fas.calendar.utoronto.ca/petitions-and-appeals)) to understand pertinent rules, regulations, pertinent deadlines and guidelines surrounding supporting documentation.

Typically, students would be asked to submit a hard copy petition form along with original supporting documentation directly to their College Registrar’s office. In light of the unavailability of many in-person services on campus, the Faculty will accept this petition form and electronic supporting documentation emailed to the specific addresses below by the deadline stated on the Petitions information website.

College	Email address
Innis	registrar.innis@utoronto.ca
New	newcollege.registrar@utoronto.ca
St. Michael’s	<a href="mailto:ask.smc@utoronto.ca">ask.smc@utoronto.ca</a> (include “Petition Submission” in subject line)
Trinity	registrar@trinity.utoronto.ca
University	uc.registrar@utoronto.ca
Victoria	vic.registrar@utoronto.ca
Woodsworth	wdwregistrar@utoronto.ca

**Complete each section in full.**

### PART A: STUDENT INFORMATION

Student number:	College:
Last name/surname:	First name(s):
UTORONTO email address:	Request for convocation? <input type="checkbox"/> June <input type="checkbox"/> November <input type="checkbox"/> N/A
<i>* The petition decision and all related communication will be sent to your UTOR email account only. Students are expected to monitor and retrieve their email on a frequent and consistent basis. Non-receipt of a decision is not an acceptable reason for further special consideration, petitions and/or appeals.</i>	Date petition submitted:

### PART B: REASON FOR PETITION

Illness    Personal    Other: \_\_\_\_\_

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**PART C: PETITION REQUEST(S)**

*Term Work Extension \*\**

Term/ Session (ex: Summer 2020)	Course Code (ex: BIO234H1F)	Lecture Section (ex: L0101)	Type of Term Work (ex: essay, term test, take-home exam, final assessment)	Original Due Date	Requested Submission/ Completion Date	Instructor Name(s)	Instructor Email(s)

**\*\*New for Summer 2020: Be sure to attach the course syllabus (or syllabi) with a Term Work Extension petition or copy & paste the marks breakdown into the Personal Statement text box below.**

*Deferred Examination(s)\*\*\**

Session (ex: Fall 2019)	Course Code (ex: CHM188H1F)	Lecture Section (ex: L0101)

**\*\*\*Note this category will only apply to courses that ended in December 2019 (i.e. Fall 2019 term) or earlier. This will not apply to courses that ended/end in April, June or August 2020.**

*Late Withdrawal without Academic Penalty*

Term/ Session (ex: Winter 2020)	Course Code (ex: PHL123H1S)	Lecture Section (ex: L0101)

For any other types of petitions (ex: lift of suspension, exception to degree requirements etc.) kindly indicate precisely what you are requesting in your Petition Statement below in PART D.

**PART D: PETITION STATEMENT**

Please include a statement below outlining a) what request you are making/what you are petitioning for, b) why you are requesting an exception and c) what (if any) supporting documentation you will be providing. Your statement should be no longer than 200 words. Alternatively, feel free to submit a typed document in Word or PDF format.

**PART E: PETITION CHECKLIST & DECLARATION**

- I have read, understood and will abide by the petition instructions outlined by the Faculty of Arts & Science.
- I will be submitting supporting documentation electronically along with this petition.
- If my petition is for a deferred exam, I am aware that it is my responsibility to pay the deferred examination fee(s) immediately and attend the deferred examination(s).
- I understand that petitions are reviewed on a case-per-case basis and there is no guarantee of granting my request(s).
- If my petition is for a term work extension, I understand that I am expected to continue working on the outstanding term work and will submit it to my College Registrar's office by the extension date I have requested.
- I declare that all information I have provided above is accurate and complete. If it is found that I have falsified anything in my submission, then I may be brought forward on an allegation of academic misconduct.
- I declare that by submitting this from my 'mail.utoronto.ca' email address I am validating that this request is coming from me, the student.

***\*IMPORTANT NOTE: No student signature is required on this petition form if this form and related documents are submitted to the College Registrar's office from the student's 'mail.utoronto.ca' email address. Submissions from other email addresses will not be accepted.***

**Freedom of Information and Protection of Privacy Act**

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator.

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