

## Frequently Petitioned Regulations

Regulation	Deadline	Required Forms	Notes
<p><b>Late withdrawal</b></p> <p>[Drop course(s) past the published deadline(s)]</p>	<p>Normally petitions for late withdrawal from a course will only be considered if they are submitted within thirty days of the last day of classes [of the relevant course]. Such petitions may be considered for a period of up to one year if they are based on special circumstances.</p>	<p><a href="#">Academic Petition Form</a></p> <p>Personal Letter</p> <p><a href="#">Course Performance Summary</a></p> <p>Relevant supporting documentation*</p>	<ul style="list-style-type: none"> <li>▪ If you request to drop some (but not all) of your courses taken in the same term or session, explain selectivity.</li> <li>▪ If the course(s) was taken beyond the one year deadline, you also need to provide detailed personal letter stating the reason(s) you were unable to meet the one-year submission deadline.</li> </ul>
<p><b>Deferred Standing</b></p> <p>[Defer a final examination or outstanding course work]</p>	<p>Petition must be submitted <b>NO LATER THAN 14 DAYS</b> after the formal exam period has ended (final exam) or 14 days from the published deadline for the submission of term work.</p>	<p><a href="#">Academic Petition Form</a></p> <p>Personal Letter</p> <p>Course Performance Summary is not required</p> <p>Relevant supporting documentation*</p>	<ul style="list-style-type: none"> <li>▪ After the 14 day deadline, petition must be accompanied by an additional letter outlining why the petition was not submitted on time.</li> <li>▪ If you are petitioning on medical grounds, you must complete an <a href="#">Attending Physician's Statement</a> and/or <a href="#">Counselling and Development Centre Statement</a>.</li> <li>▪ Term work may consist of: term tests, essays and other written term work due at the end of the term of study.</li> </ul>
<p><b>Extension of Deferred Standing</b></p>	<p>Submission of Extension of Deferred Standing must be submitted <b>NO LATER THAN ONE (1) WEEK</b> from the date of the deferred exam or one (1) week from the due date of the deferred term work.</p>	<p><a href="#">Academic Petition Form</a></p> <p>Personal Letter</p> <p>Relevant supporting documentation*</p> <p>Course Performance Summary is <b>not</b> required</p>	<ul style="list-style-type: none"> <li>▪ If you are petitioning on medical grounds, you must complete an <a href="#">Attending Physician's Statement</a> and/or <a href="#">Counselling and Development Centre Statement</a>.</li> <li>▪ After the one week submission deadline, petitions must be accompanied by a detailed personal letter stating the reason(s) you were unable to meet the one week submission deadline.</li> </ul>
<p><b>Add course(s) past the published deadline(s)</b></p>	<p>Not applicable</p>	<p><a href="#">Petition to Enrol Late Form</a></p>	<ul style="list-style-type: none"> <li>▪ Petition to Enrol Late Form must contain a signature from the Course Director and the Department.</li> <li>▪ Students who are requesting permission to re-enrol must also use this form.</li> </ul>
<p><b>Course overload</b></p> <p>[permission to take more than the maximum number of credits]</p>	<p>Not applicable</p>	<p><a href="#">Academic Petition Form</a></p> <p>Personal Letter</p> <p>Course Timetable</p>	<ul style="list-style-type: none"> <li>▪ Students must be enrolled in the maximum number of courses for the session prior to petitioning.</li> <li>▪ Fall/Winter session has a maximum 36 credits overall (18 credits per term). Summer session has a maximum of 18 credits.</li> </ul>
<p><b>Academic standing regulation waived</b></p> <p>[Honours Waiver Or Additional credits beyond the maximum of 102 credits (the maximum is 12 credits beyond 90 credits)]</p>	<p>Not applicable</p>	<p><a href="#">Academic Petition Form</a></p> <p>Personal Letter**</p> <p>Relevant supporting documentation*</p>	<ul style="list-style-type: none"> <li>▪ Students should make an academic advising appointment if they have an academic block.</li> <li>▪ Please refer to your program of study in the LA&amp;PS Undergraduate Calendar for academic standing requirements.</li> <li>▪ ** Personal letter must include a list of the courses which he/she is required to take/intends to take in order to fulfill the remaining degree and program requirements and a plan for achieving the required overall and major average(s)</li> </ul>
<p><b>Degree requirements waived or altered</b></p>	<p>Not applicable</p>	<p><a href="#">Academic Petition Form</a></p> <p>Personal Letter</p> <p>Relevant supporting documentation*</p>	<ul style="list-style-type: none"> <li>▪ Students can petition to waive degree requirements such as Residency, Major Requirements, Electives, Upper-Level Course Requirements.</li> </ul>
<p><b>Financial Petitions</b></p>	<p>Students who feel that they should not be financially penalized for dropping a course may submit a financial petition to the <a href="#">Office of Student Financial Services</a> (OSFS) for consideration. Financial petitions are available at OSFS. Please note that before a financial petition will be considered the course must be dropped from your academic record. Therefore, students who missed the academic deadline to drop a course must first submit an academic petition. If an academic petition is granted then a financial petition may be submitted at that time. All questions regarding petitions should be referred to OSFS at (416) 872-9675.</p>		

\*Note: Supporting documentation must be submitted when appropriate and may include: [Attending Physician's Statement](#); [Counselling and Development Centre Statement](#); death certificate; obituary notices; automobile accident reports; airline/train/bus ticket receipts for emergency travel must indicate destination, departure and return dates; letters of support from employers, lawyers, etc.