



Procedures of the Committee on Student Academic Petitions

The Committee on Student Academic Petitions considers petitions to waive any of the Faculty's published regulations, requirements, or deadlines. A petition is a written request for special consideration.

General Guidelines:

1. A student can not petition to create legislation.
2. The petition must be written by the student, and submitted to the Centre for Student Success, 103 Central Square. Petitions filed by another individual on behalf of a student normally will not be considered.
3. The petition requires the completion of an Undergraduate Academic Petition Form (petition application) and must include a letter that explains what is being requested, and the grounds of the petition. The letter of petition, or statement of grounds, is a detailed, date-specific explanation of the circumstances that the student believes justifies the special consideration being requested.
4. It is the responsibility of the student to submit with the petition any and all supporting documentation or evidence that he or she wishes to have considered. The Committee normally will not solicit supporting documentation. A York University Attending Physician's Statement form is required to support medical grounds. Photocopied documentation is not acceptable: original documentation is required.
5. For a petition involving specific courses, the student is responsible for having the course director complete for each course a Student Course Performance Summary form. The student is responsible for submitting the forms with the petition.
6. Under Senate legislation *the deadline to submit a petition for late withdrawal from a course* is thirty days after the last day of classes of the relevant course. In exceptional circumstances a petition for late withdrawal may be considered up to one year after the last day of classes of the course in question. Petitions for late withdrawal normally will not be considered if submitted beyond the one year deadline.
7. Under Senate legislation *the deadline to communicate a request for deferred standing in a course* is one week after the date of a missed exam, or one week after the last day to submit term work. A Deferred Standing Agreement is the preferred method of arranging deferred standing, and is subject to the deadline specified on the Agreement form. Petitions for deferred standing normally will not be considered if submitted more than 2 weeks after the date of a missed exam, or 2 weeks after the last day to submit term work. A petition for an *extension* of deferred standing must be submitted within seven days of the missed deferred exam, or seven days from the due date of the deferred term work. THERE IS NO PROVISION FOR RE-WRITING A FINAL EXAM.
8. A student may not delay submitting a petition on the grounds of a delay in obtaining the required supporting documentation or forms. If a supporting document or form is unavailable, the student remains responsible for submitting the petition no later than the deadline, and should include with the petition an explanation of the documentation that is missing and to follow. The student will be held responsible for the consequences of any delay in the processing of a petition that is a consequence of documentation submitted late, unless the evidence shows that the documentation was submitted late through no fault of the student.
9. A student may contact a petitions representative to obtain clarification of the petition procedures, or to discuss his or her case. However, it should be noted that the guidelines included with the petition application explain the petition procedures in considerable detail. As well, information sheets are available at the Faculty's website: <http://www.yorku.ca/laps/council/students/petitions.html>.
10. A petition is a written request for special consideration. Students may not appear in person before the Committee.

11. The Petitions Officer/Coordinator reviews petitions before presenting them to the Committee, and reserves the right to solicit background information from the teaching units or departments involved in a petition, and to request additional information or documentation from the student.
12. The petitions process is confidential and anonymous. However, where a petition includes allegations about the actions or advice of an employee or office of the University, the employee or a representative of the office in question may be given a copy of the petition letter and an opportunity to respond to the allegations. In such cases, the student is presumed to have waived the right to confidentiality as it concerns those individuals.
13. The Committee consists of 16 elected faculty members and eight elected students, meeting in panels typically consisting of four to six members. Quorum for a panel is three members.
14. Petitions are presented *anonymously* to a panel of the Committee by the Petitions Officer/Coordinator.
15. The Committee may vote to grant or refuse a petition, or to table the petition for additional information or documentation. A simple majority is required for a petition to be refused or granted.
16. If a member of the Committee is directly involved in a case, or has a conflict of interest for other reasons, that member shall not participate in the consideration of the case.
17. The student will be informed in writing of the Committee's decision, and refused petition letters will include the reasons why the petition was refused, and the procedures for an appeal of the decision.
18. A petition decision letter also may include information and specific warnings about the student's academic responsibilities, and the Committee will take that information and the warnings into consideration when reviewing any future petition submitted by the student.
19. Students are permitted access to all of the documentation in their petition. Appointments to review the contents of a petition file must be arranged through the petitions assistant in the Centre for Student Success, 103 Central Square.

Appeal of a Refused Petition:

A student may request reconsideration of a negative decision on the grounds of relevant additional information, or on the grounds of bias, prejudice, or procedural irregularities by the Committee in considering the petition. As a note to those who would appeal on the grounds of bias or prejudice, please be aware that petitions are presented anonymously. The members of the Committee are not aware of the identity of the student whose petition is being considered. A written appeal of a negative decision, along with any supporting documentation that the student wishes to provide, must be submitted to the Centre for Student Success, 103 Central Square within one month of the date of the petition decision letter.

In the event that the appeal is refused by the Committee on Student Academic Petitions, appeal is possible beyond the Faculty, to the Senate Appeals Committee, provided one or more of the following grounds is met:

- a) **NEW EVIDENCE:** evidence that presents new and relevant information that, through no fault of the student, was not presented to the Committee on Student Academic Petitions.
- b) **EVIDENCE OF PROCEDURAL IRREGULARITY:** evidence that the Faculty did not properly follow the procedures in the consideration of your case.

