



Waiver of Required Withdrawal/Debarment Petitions

If you have been required to withdraw/debarred, and wish to submit a petition requesting permission to continue your studies without interruption, then your statement of grounds should address the following questions and concerns:

1. Can you explain your poor academic performance?

Students are expected to assess their academic progress in each of their courses on an on-going basis, giving consideration to the impact that personal, family, medical, financial, or employment circumstances may have upon it. If the circumstances cited as grounds in your letter were of an on-going nature, such that you could have anticipated a negative impact upon academic performance, why did you not drop the affected courses by the withdrawal deadline, or arrange deferred standing for the affected course work?

2. Is your argument persuasive?

If, in reviewing your letter, you find that your arguments are not persuasive, you should seriously question whether or not you wish to proceed with your petition. It is important to note that while a required withdrawal/debarment is an earned academic penalty, and is a consequence of your academic record, time away from your studies also represents an opportunity to remedy any problems which may have negatively affected your academic performance.

3. Have you documented your circumstances appropriately?

Extenuating circumstances should be documented if possible. Medical documentation, obituary notices or death certificates, letters from employers, letters from personal counsellors, and letters of support from course directors are examples of documentation that could be submitted to support the grounds of your petition. Supporting documentation must be submitted at the same time as you submit your petition. The Petitions Committee will not solicit supporting documentation.

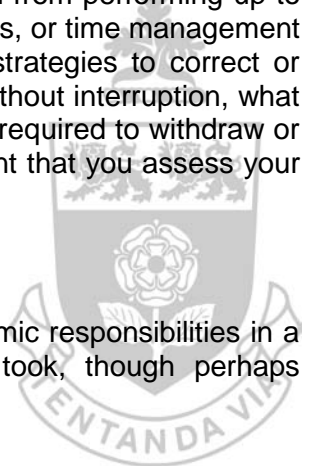
4. What are your academic goals? Are they achievable? What steps would you take to achieve those goals?

Have you considered the grades necessary to avoid further academic penalty and to continue in your program? You should meet with an advisor in the Centre for Student Success, 103 Central Square, who can assist you in the calculation of your current, and the needed, GPA.

You should also indicate how you have resolved the circumstances that prevented you from performing up to your potential. Have you taken steps to identify academic weaknesses, poor study habits, or time management problems that may have contributed to your poor grades? Have you implemented strategies to correct or improve your academic performance? If you were permitted to continue your studies without interruption, what steps would you take to ensure that you succeed in your studies? As a student who is required to withdraw or is debarred, you are at serious risk of failing to qualify for your degree, so it is important that you assess your circumstances honestly, and have a realistic plan for improving your grades.

5. Were you previously issued an academic or debarment warning?

If you were previously issued an academic or debarment warning, or warned of academic responsibilities in a previous petition decision letter, then you will need to explain what steps you took, though perhaps



unsuccessful, to heed those warnings. Alternately, if you did not take steps to improve your academic performance, you will need to explain why you made no effort to do so.

Petitions should be promptly submitted to the petitions assistant in the Centre for Student Success, (103 Central Square). The success of your petition is central to the continuation of your studies.

TREAT YOUR PETITION LETTER LIKE AN ESSAY. YOU SHOULD:

- State the regulation for which the waiver is requested
- Outline the circumstances impacting your performance
- Address each circumstance in a separate paragraph
- Refer to any supporting documentation included
- Acknowledge responsibility for your performance
- Outline the steps you have undertaken to improve your performance, and those you will undertake if your petition is granted
- Edit and proof-read the letter for errors and grammar prior to submission

For additional information on petitions, including downloadable forms, visit the Faculty of Liberal Arts and Professional Studies website: <http://www.yorku.ca/laps/council/students/petitions.html>

