



PETITION TO DROP A COURSE FROM THE TRANSCRIPT

If you are a Glendon student, please submit your petition to Academic Services, YH C102, or by email at acadservices@glendon.yorku.ca. All other students should consult their home faculty regarding petitions.

Student Number	Last Name/Family Name	Given Name(s)
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Student Acknowledgement

By signing this form, I declare the following:

1. To the best of my knowledge, the information on this form and all statements in the attached petition letter and supporting documentation are true, complete and accurate. I understand that any misrepresentation of this information could be considered a breach of academic honesty.
2. I consent to the disclosure by Glendon of the information I have given on this form, the associated supporting documentation I have provided, and academic information deemed relevant to my petition, to members of the petitions adjudicating committees and associated administrative staff.
3. I understand that the information and documentation submitted is normally restricted to Petitions Committee members and support staff; however, if the petition includes allegations about actions of an employee or office of the University, they may be made aware and be given the opportunity to respond in order to assist the Committee in making a fully informed decision. By signing this acknowledgement, I understand that relevant information may be shared with the relevant employee or office.
4. I confirm that ALL the necessary supporting documentation for my petition is enclosed. I also understand that if any required documentation is missing, I will be advised that my petition will not be forwarded to the Committee for review.
5. I have read the information made available to me about petitions to drop a course from the transcript at <https://www.glendon.yorku.ca/academic-services/petition-drop-from-transcript> and clarified any information I did not understand with an advisor in Academic Services, YH C102.
6. I understand that the result of my petition will be one of the following: refused (no change to my transcript); granted as a W/withdrawal (the final grade will be replaced on my transcript with a "W/withdrew from course" and the course will no longer affect my GPA); granted as a removal (the course will be completely removed from the transcript); or, in exceptional cases, an alternate solution may be granted.
7. I understand that I cannot withdraw my request after the Petitions Committee has made a decision.
8. I have consulted with the appropriate office(s) to ensure I understand how a successful petition might affect my financial aid, or study permit or visa, if applicable.

Student's Signature	Date
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DEADLINE: A petition to drop a course from the transcript must be submitted within 30 days of the last day of classes of the relevant course(s).

Should a petition submission be delayed due to extenuating circumstances and/or the late completion of a Course Performance Summary by a course director/instructor or departmental representative, you may submit your petition up to one year after the last day of classes, but your petition letter must include a request for late consideration.

PETITION TO DROP A COURSE FROM THE TRANSCRIPT

Student Number	Last Name/Family Name	Given Name(s)
E-mail		Home Faculty <div style="text-align: center; font-weight: bold;">GLENDON</div>
Is your record updated? Check your current contact information at currentstudents.yorku.ca/student-personal-information .		

1. Course Information (required)

I hereby petition to drop the following course(s) from the transcript:

Academic Year e.g., 2019-2020	Term e.g., Y, F, S1	Faculty e.g., GL	Subject Code e.g., PSYC	Course Number e.g., 2510	Number of Credits e.g., 6.00	Language of Instruction e.g., EN, FR

2. Grounds (required)

I am petitioning on the grounds of:

Illness

Personal circumstances

Other: _____

3. Personal Letter (required)

Please attach a detailed, date-specific letter explaining your circumstances. Your letter can be written in either English or French.

Note: For a guide of what type of information to include in your letter, please refer to the Petitions website:

<https://www.glendon.yorku.ca/academic-services/petition-drop-from-transcript>

4. Course Performance Summary (required)

It is mandatory to include a signed Course Performance Summary for each of the courses listed above. *If you are unable to obtain a signed Course Performance Summary from your instructor, please contact the department secretary or administrative assistant. Contact information can be found in the York Directory:* <https://atlas.cafe.uit.yorku.ca/atlas/servlet/atlas/>

5. Supporting Documentation (strongly recommended)

Include all relevant documentation that corroborates the circumstances that you described in your letter.

The Attending Physician's Statement is preferred to a doctor's note if you are citing medical grounds.

Note: For more information about, and examples of, supporting documentation, please refer to the Petitions website:

<https://www.glendon.yorku.ca/academic-services/petition-drop-from-transcript>

Student's Signature	Date
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