### Instructions for Submitting a Petition on the Graduate Petition Portal

<table>
<thead>
<tr>
<th>Faculty of Graduate Studies</th>
<th>Graduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio: Student Affairs</td>
<td>Implementation Date: March 7, 2022</td>
</tr>
<tr>
<td>Pages: 18</td>
<td>Last Updated: February 25, 2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>To submit a petition, enter the Graduate Petition Portal via the FGS Petitions webpage: <a href="https://www.yorku.ca/gradstudies/students/current-students/regulations/academic-petitions-and-appeals/">https://www.yorku.ca/gradstudies/students/current-students/regulations/academic-petitions-and-appeals/</a> The webpage has information about each petition type including a description of the petition, the rules and regulations that pertain to it, and the documentation required for each petition type.</td>
</tr>
<tr>
<td>2</td>
<td>Login to the Graduate Petition Portal using your student Passport York credentials.</td>
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</tbody>
</table>
### Instructions to Submit a Petition on the Graduate Petition Portal

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<table>
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<tbody>
<tr>
<td><strong>3</strong></td>
<td>The first time that you enter the portal, set your language preference to <em>English</em> or <em>French</em> by clicking on your name in the bottom left corner and then click ‘settings.’</td>
</tr>
</tbody>
</table>

**Passport York Login**

*Passport York* authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

- **Username:**
- **Password:**

[Login Button]
Select *English* or *French* from the drop-down menu.
4. Click on the ‘Student Dashboard’ on the left-hand side menu.

5. Click the ‘Launch a new petition’ button to start a new petition.
Click ‘Execute’ to create a petition or ‘Cancel’ to abandon it.

FGS_Action_Start_New_Petition

Welcome to the Graduate Petition Portal. Please click the red button to create a petition. A petition can be saved for up to 10 days. All saved petitions that have not been submitted will be cancelled after 15 days.

6 The new petition will appear under the dashboard ‘My New Petitions.’ Click on the petition. This will direct you to the ‘Submit Petition’ page.

7 On the ‘Petition’ tab, please fill out all the fields that are marked with an asterisk (*). You can type a personal statement in the comment box, or you can upload a personal statement as an attachment on the ‘Documents’ tab.
‘Effective Term’ is the term that the petition will be effective for, if approved. ‘Effective Year’ is the academic year.

8 Next, click on the ‘Student Info’ tab. Use the ‘Preferred First Name’ and ‘Preferred Email’ sections if you prefer communication about your petition to be addressed to an alternate email or name. Fill out any field that is marked with an asterisk (*).
Click on the ‘Documents’ tab. Upload a personal statement if you have not already done so on the ‘Petition’ tab. Upload other required supporting documentation.
Click the red ‘Complete’ button on the top right to submit the petition. Click the ‘Save’ button to save your work and continue it later.
You will receive an email confirming submission of your petition.
Petition Submission Confirmation

Graduate-Studies-Petition-Notification@yorku.ca
Thu 2/24/2022 9:29 AM

To:

Dear Zack EAAStestLN0001,

Please accept this email as confirmation that you have successfully submitted a petition to the Faculty of Graduate Studies. The petition that you have submitted is: Course Drop (Withdrawal).

Thank you,

The Faculty of Graduate Studies

Thank you for the confirmation.  Thank you!  Thank you so much for your help.

☐ Are the suggestions above helpful?  Yes  No

Reply  |  Reply all  |  Forward

You will also receive an email if your petition is being returned to you with comments and a timeline to revise and resubmit.
Petition Decision - Action Required

From: Graduate-Studies-Petition-Notification@yorku.ca <Graduate-Studies-Petition-Notification@yorku.ca>
Sent: Tuesday, February 22, 2022 10:40 AM
To:

Subject: Petition Decision - Action Required

Dear EAAStestFN0001 EAAStestLN0001

Your petition is being returned to you. Please review the comments found below and revise and resubmit your petition within 10 days. These comments will also be displayed when you log into the petitions portal.

Please note that your petition will be cancelled if it is not resubmitted.

Comments:
Deadline is March 1 please login and drop the course

Thank you,
Faculty of Graduate Studies

^ Hide message history
Your returned petition will appear under the ‘My New petitions’ dashboard. Click on the petition and you will see comments in the ‘Instructions’ box. Follow the instructions to revise the petition and submit it by clicking on the ‘Complete’ button.

Your submitted petition will appear under the dashboard ‘Active Petitions.’
Click on your submitted petition and click the ‘Sub-items’ tab to review the status of the petition. The example below shows that the ‘Submit Petition’ step is completed and has been time stamped. The ‘GPD Recommendation’ step is in progress and will show as completed once the GPD has completed their academic recommendation.

You can cancel your petition at any point before a decision has been made by clicking on the ‘Cancel’ button that is under the dashboard ‘Active Petitions.’

Click ‘Execute’ to proceed with the cancellation.
Cancel Process?

Are you sure you want to cancel this Petition application?

[Execute] [Cancel]

You will receive an email confirming that your petition has been cancelled.
| 14  | Once a decision has been made, your petition will appear under the dashboard **'Completed Petitions.'** |
You will receive an email with the petition decision letter.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Student Number</th>
<th>Petition Type</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAAStestFN0001</td>
<td>EAAStestLN0001</td>
<td>216936445</td>
<td>General Leave of Absence</td>
<td></td>
</tr>
</tbody>
</table>

**Petition Decision**

Graduate-Studies-Petition-Notification@yorku.ca
Wed 2/23/2022 9:58 AM

Dear EAAStestFN0001 EAAStestLN0001,

Please find attached a decision letter for General Leave of Absence submitted on 23/02/2022 at 09:45.

Thank you

EAAStestFN2007 EAAStestLN2007,
Student Affairs
The Faculty of Graduate Studies
You can also download the petition decision letter by clicking on the petition that is under the ‘Completed Petitions’ dashboard. Click the ‘Documents’ tab and click on the petition decision letter to open and download a copy.
Workflow

1. Log into the Graduate Petition Portal and launch petition
2. Fill out all mandatory fields and upload supporting documents
3. Submit petition
4. If petition is returned, follow instructions and resubmit
5. Receive petition decision letter via email once final decision is made