graduate studies | YORK UNIVERSITÉ UNIVERSITY

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Academic Petition Form—Students enrolled in Diploma Programs

- Please carefully read the submission guidelines and refer to the deadlines in the Important Dates section before submitting your petition.
- Submit completed petition form, personal statement and relevant supporting documentation to your program office. Please allow 4 to 6 weeks after the petition has reached FGS for processing.
- Normally, a petition will not be processed if a student is not in good academic and/or financial standing.
- Incomplete petitions will be returned to the student and their graduate program. Updated information may then be provided within ten (10) days from the date indicated on the petition, or the petition will be cancelled.
- Making false statements on this form, personal statement and/or supporting documents is a breach of the Senate Policy on Academic Honesty.

Please Note: Signatures must be collected over email, either through a digital signature on the PDF form or an accompanying email attachment stating "I have read and approved this submission."

Student Information

Surname	Given name(s)	Preferred name(s)

Student number	Email
Program Title and Diploma Title	☐ Registered Active ☐ Registered Inactive (please select)

Petition Type

Leave of Absence

☐ General
☐ Family Care
☐ No Course Available

Number of Terms requested _____

Effective term and year _____FA _____WI_____SU

General Petitions

☐ Reinstatement to Complete

Extension of Program Time Limits*

☐ CUPE 3903

☐ Non-CUPE 3903

** All petitions for extensions will be assumed to be for part-time status unless otherwise specified.*

Effective term and year _____FA _____WI_____SU

☐ Transfer Credit (Advanced Standing)

No. of credits requested _____

☐ Other Petition:

FGS Use Only

LOA _____ Terms _____ Blanks _____ C/F _____ STAC _____

Checklist

- ☐ **Personal statement**—Attach a short statement stating the petition request (required)
- ☐ **Documentation**—Attach all relevant documentation. Refer to Academic Petition Guidelines for assistance.

I certify that the information I have provided in this academic petition form, personal statement and relevant supporting documentation is true, complete and accurate. I understand that any falsification of submitted documentation is a breach of the Senate Policy on Academic Honesty. From time to time the Faculty of Graduate Studies will conduct audits even after a decision has been made. If it is found, after an audit is made, that you were ineligible for the request, a favourable decision can be reversed.

Student Name	
Signature	Date (mm/dd/yyyy)

Graduate Program Director Recommendation and Rationale

- ☐ Recommended
- ☐ Recommended With Conditions
- ☐ Not Recommended

Rationale

Please provide a rationale for your recommendation (required). Attach supporting documents, if required.

Graduate Program Director name	Signature	Date (mm/dd/yyyy)

Faculty of Graduate Studies Petitions Decision

☐ Granted ☐ Partially Granted/Granted wth Conditions ☐ Refused ☐ Cancelled

Fall 20 _____ Winter 20 _____ Summer 20 _____

Approved by**:**	Signature	Date (mm/dd/yyyy)

Registrar's Office Use Only

Year Level Fee Assessment	Processed by	Date processed (mm/dd/yyyy)

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act*, 1965 and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416)736-2100 x 55521.