

**PROCEDURES OF THE COMMITTEE ON STUDENT ACADEMIC PETITIONS AND APPEALS,
FACULTY OF LIBERAL ARTS & PROFESSIONAL STUDIES**

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

General Guidelines:

1. A student can not petition to create legislation.
2. The petition must be written by the student, and submitted by means of the on-line Petitions System. You must meet with an academic advisor to obtain access to the system. Petitions found to have been filed by another individual on behalf of a student will not be considered.
3. All types of petition require the completion of an on-line ***New Petition Application***. The on-line application lists and explains the types of petition. All petitions require a Statement of Grounds. The Statement of Grounds is a detailed, date-specific personal letter explaining the circumstances that the student believes justifies the special consideration being requested.
4. It is the responsibility of the student to submit all required and specified supporting documentation by email to lapspet@yorku.ca no later than the deadline specified on the petitions receipt. The documentation must be submitted in Adobe (.pdf) format. The Committee will not solicit supporting documentation. A York University Attending Physician's Statement form is required to support medical grounds.
5. For a petition involving late withdrawal from a course, the student is responsible for having the course director complete for each course a Student Course Performance Summary (CPS) form. For a petition involving deferred standing/extension of deferred standing of a course, the student is responsible for having the course director complete for each course a Deferred Standing/Extension of Deferred Standing Information Request Form. The student is responsible for submitting the forms by email to lapspet@yorku.ca in Adobe (.pdf) format, no later than the deadline specified on the petition receipt.
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 only, 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 fourteen calendar days after the date of a missed exam, or fourteen calendar days after the last day to submit term work. A petition for an *extension* of deferred standing must be submitted within seven calendar days of the missed deferred exam, or seven calendar days from the due date of the deferred term work. THERE IS NO PROVISION FOR RE-WRITING A FINAL EXAM.
8. The student will be held responsible for the consequences of any delay in the processing of a petition that result from the late submission of documentation, unless 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 requirements of each type of petition in considerable detail. As well, information sheets are available at the Faculty's academic petitions website: <http://laps.yorku.ca/office-of-the-faculty-council/undergraduate-academic-petitions/>.
10. A petition is an on-line submission. 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 request 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. Students also may request in writing to have their petition considered anonymously. 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 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, one of whom must be a student.
14. Petitions are presented 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. A decision letter will be sent, as an attachment, to the York email address indicated on the student's Petition Application.
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. Requests to obtain a copy of the contents of a petition file must be submitted by email to lapspet@yorku.ca.

Appeal of a Refused Petition:

A student may request reconsideration of a negative decision with evidence of relevant additional information, or evidence of bias, prejudice, or procedural irregularities by the Committee in considering the petition. The required Appeal Form, a personal letter of appeal, and any supporting documentation that the student wishes to provide, must be submitted by email to lapspet@yorku.ca in Adobe (.pdf) format within one month of the date of the petition decision letter.

In the event that an appeal is refused by the Committee on Student Academic Petitions, appeal is possible beyond the Faculty, to the Senate Appeals Committee (SAC). A Notice of Appeal must be submitted to the University Secretariat by 5:00 pm on the 30th day after issue of the Faculty's appeal decision. To appeal to the SAC you must have grounds (reasons) for the SAC to consider the appeal. Full information on submitting a SAC appeal, acceptable grounds for appeal, and the appeals procedures can be found at:

<http://secretariat.info.yorku.ca/senate/appeals-committee/appealing-to-the-senate-appeals-committee/>.