

Academic Petitions

The information below is relevant to students in the Faculty of Science.

What are they and why would one be submitted?

An academic petition is a request that you be granted an exception to a university regulation or deadline.

Grounds for petition include:

1. Circumstances that occurred during the term that could not have been anticipated.
2. These circumstances have seriously affected your studies.

Types of petitions

- Requesting deferred exams
- Dropping/adding a course past the deadline.
- Taking additional credits.
- Continuing without interruption.
- Having a mark count as the grade of record after 4 or more attempts of a course.

Preparing a petition

1

Obtain a petition package

Visit the Registrar's website:

<https://myacademicrecord.students.yorku.ca/academic-petitions>

The form "[Undergraduate Academic Petition](#)" must be submitted with your petition.



2

Write your supporting letter

The letter must include:

1. The regulation being petitioned.
2. A description of the circumstances prompting the petition.



3

Collect documentation

Documents support reasons described in the letter.

Some examples (see Registrar's website for complete list):

1. Attending Physician's Statement
2. Course Performance Summary
3. Counselor statement



Where does the petition go and how long does it take?

- Petitions should be sent to: ropet@yorku.ca (consult the website below for submission deadlines).
- It takes about 6-8 weeks to process a petition.
- Visit <https://myacademicrecord.students.yorku.ca/academic-petitions> for further details.