This manual covers the following:

✓ What is the role of the Petitions Committee;
✓ When do you petition or appeal to the Petitions Committee;
✓ What information do you need to provide in your petition or appeal; and
✓ How the procedures of petition and appeal work.

Academic Petitions and Appeals Information for Students

This manual has been prepared by Academic Services and is intended to assist Glendon students who are considering submitting or appealing a petition. Should students have additional questions, they should contact the Secretary of the Petitions Committee or Academic Services.

Electronic copies of the Petitions forms may be found online.

Student can access the list of meeting dates at the following link: http://www.glendon.yorku.ca/facultycouncil/meetingdates.php

Petitions Committee, c/o Academic Services
Room C102 - York Hall
2275 Bayview Avenue
416-487-6715 | acadservices@glendon.yorku.ca
http://www.glendon.yorku.ca/myglendon/osp/index.html
What is the Petitions Committee’s role?

The Petitions Committee confidentially reviews anonymous petitions for late withdrawal and petitions to enrol late. The committee also reviews appeals for these petitions. The Committee consists of the Secretary, Faculty members, and students.

Conditions for Petitions for Late Withdrawal

A Petition for Late Withdrawal is a request to withdraw from a course without receiving a grade, after the official date to drop a course has passed.

1. Students may petition on the following grounds: illness, personal misfortune, academic misfortune, and unforeseeable economic hardship. Students must petition within one calendar year;
2. If a petition is submitted later than a year, justification for the late request is required;
3. Prior to their submission, students may consult the secretary of the Petitions Committee for advice; and
4. All petitions must be complete in order to be reviewed.

Submission/process of a Petition for Late Withdrawal

1. The student fills out Petition for Late Withdrawal forms;
2. The student asks their professor to sign the Student Course Performance Summary for each course being petitioned;
3. The student attaches personal letter explaining the grounds of their petition to the Petition for Late Withdrawal forms (See suggested format in Appendix A);
4. The student submits a signed copy of the Attending Physician’s Statement if there are medical grounds;
5. The student submits any other pertinent supporting documentation;
6. Complete petitions package is sent to Academic Services at least 7 business days before the meeting date. Petitions presented to the committee are anonymous so that there is no bias;
7. Prior to the meeting, a petition package is sent for review to the committee members; and
8. After the meeting, the student receives a letter-reply by mail.
Conditions for Petition to Enrol Late

A Petition to Enrol Late in Courses is a request to add a course after the official date to enrol with permission of the professor has passed.

1. Students must be attending the course they are petitioning to enrol;
2. Students may consult the secretary of the Petitions Committee for advice prior to submitting the petition; and
3. All petitions must be complete in order to be reviewed.

Submission/process of a Petition to Enrol Late

1. The student fills out Petition to Enrol Late form;
2. The student asks their professor to sign the Petition to Enrol Late form;
3. The student attaches personal letter explaining the grounds of their petition to the Petition to Enrol Late form (See suggested format in Appendix A);
4. The student submits any other pertinent supporting documentation;
5. Complete petitions package is sent to Academic Services at least 7 business days before the meeting date. Petitions presented to the committee are anonymous so that there is no bias;
6. Petition package is sent for review to the committee members prior to the meeting; and
7. After the meeting, the student receives a letter-reply by mail.

What if my petition is denied?

Students can appeal their petition if it is denied.
Conditions for an Appeal

An Appeal is a request for a review of the petition because it was denied.

1. Students must provide new evidence with supporting documents or evidence of procedural irregularity;
2. Students must submit their appeal within 30 calendar days of the date of the letter-reply;
3. Prior to submitting an appeal, student may consult the secretary of the Petitions Committee for advice; and
4. All appeals must be complete in order to be reviewed.

Process of an Appeal

1. The student fills out Appeal form;
2. The student attaches personal letter explaining the grounds of their appeal (See suggested format in Appendix B);
3. The student submits any other pertinent supporting documentation;
4. Complete appeal package is sent to Academic Services at least 7 business days before the meeting date. Appeals presented to the committee are anonymous so that there is no bias;
5. Appeal package is sent for review to the committee members prior to the meeting; and
6. After the meeting, student receives a letter-reply by mail.

QUICK TIPS

1) Proofread your letter
2) Provide as much evidence as possible
3) Discuss your case with Academic Services or the Secretary of the Petitions Committee
SAMPLE PETITIONS LETTER

Current Date

Petitions Committee
Academic Services
Glendon College
2275 Bayview
Avenue, Toronto, ON
M4N 3M6

Dear Members of the Petitions Committee:

I am writing in order to petition for [state the regulation that you are petitioning] in [course name, number, tutorial/lab, term] based on the following grounds [illness, personal misfortune, academic misfortune, unforeseeable economic hardship...]. My petition makes references to the following supporting documents [list them in order]:

If applicable, add this section:
I was unable to meet the one-year deadline for petitioning because [include reasons and documentation].

The circumstances surrounding my petition are [explain your situation in great detail, summarizing your case from start to finish, mentioning specific dates]. Emphasize on the manner in which these circumstances have impacted your academics. Mention your evidence and use it to support your argument. (Note: this information is kept confidential.)

As a result of this situation [summarize your arguments], I would appreciate your approval of my petition.

Thank you for your kind attention to this matter,

[Signature]

Your Full Name
Student Number
Mailing Address
Current Date

Petitions Committee
Academic Services
Glendon College
2275 Bayview
Avenue Toronto, ON
M4N 3M6

Dear Members of the Petitions Committee:

I am writing in order to appeal the decision made on [insert date of decision letter] denying my request for [late withdrawal, late enrolment].

If applicable, add this section:

I was unable to meet the 30 days deadline for appealing because [include reasons and documentation].

The grounds for my appeal are [state new evidence: procedural irregularity]

I am attaching a [medical form for ..., death certificate for ..., account statement demonstrating that ..., travel documents showing that ...]

As a result of this situation [summarize your arguments], I would appreciate your approval of my appeal.

Thank you for your kind attention to this matter,

[Signature]

Your Full Name
Student Number
Mailing Address