

Petition Instructions

Please retain for reference.

1. Petitions

Students are responsible for observing sessional dates and deadlines, and for organizing their academic priorities accordingly. Only in cases of documented illness and/or legitimate conflict should a student submit a petition request. Not all requests are granted. Petitions based on travel, employment, or personal plans will not be considered

2. Counselling and Inquiries

It is recommended that students seek advice and information from the Office of the Registrar and Student Services regarding petition procedures. While the ultimate decision to submit a petition rests with the student, staff in the Office of the Registrar and Student Services may on occasion discourage petitions that are unlikely to be granted due to insufficient grounds or lateness. All inquiries regarding a student's petition should be directed to the Office of the Registrar and Student Services.

3. Filing a Petition

Aside from filling out the petition form, you are required to write a clear and concise statement of no more than two (2) pages explaining the reasons why compliance with the rule(s), regulation(s) or deadline(s) is/was not possible, or why special consideration is being requested. ALL petitions must be supported by appropriate documentation and submitted to the Office of the Registrar and Student Services at the time of filing the petition form. If documentation is not submitted within three (3) weeks of initiation, the petition may not be accepted. All information in petition requests is treated confidentially. Students are encouraged to disclose their full situation at the outset to avoid the need for late and more complicated appeals.

4. Documentation

The Daniels Faculty will accept only the University of Toronto Verification of Student Illness and Injury form in support of petitions that cite illness as the reason for the request. A copy of the form can be found online at www.illnessverification.utoronto.ca. Note that, by University policy, only five (5) identified groups of practitioners may sign this form: physicians, surgeons, nurse practitioners, dentists, and clinical psychologists. The Office of the Registrar and Student Services regularly follows up with physicians' offices to validate medical documentation. Full contact information is required on the form.



5. Deadlines

Specific deadlines have been established for filing petitions and will not be waived.

- 1. Term Work** - Petitions must be filed before the end of the examination period.
- 2. Examinations** - Requests of any type regarding examinations must be filed within a week of the end of the examination period. For December examinations, requests must be filed within five (5) working days of the start of the term in January.
- 3. Late Withdrawal without Academic Penalty** - For Fall/Winter Session courses: requests must be filed by the following 15 November; for Summer Session courses: requests must be filed by the following 28/29 February.

6. Fees

There are no fees incurred for filing petition requests. If a petition for an exam deferral is granted, there may be a fee associated with writing the deferred exam. Students will be notified of this fee where appropriate.

7. Response Time

The Daniels Faculty can normally respond to most petitions within three (3) weeks of receiving the petition. If incomplete/delayed documentation or an insufficient statement has been provided, the Office of the Registrar and Student Services will contact the student. Please contact the Office of the Registrar and Student Services with questions or concerns if a decision seems to be unduly delayed. Petition decisions can take several weeks to be issued if they are returned to the student for lack of information, or if the course instructor has to be consulted. Petitions that must go to the full Appeals Committee may take somewhat longer.

Petition to the Appeals Committee

Before submitting a petition request, consult with the Office of the Registrar and Student Services.

Section I: Personal Information

UofT Student #: _____

Last Name: _____ First Name: _____

Telephone (Home): _____ (Cell): _____

UofT Email: _____@mail.utoronto.ca

The petition decision and all other communication will be sent to your University-issued UTORONTO e-mail account only. Students are expected to monitor and retrieve their e-mail on a frequent and consistent basis. It is recommended that you do not forward your UTMail account to another e-mail account. Non-receipt of a decision is not an acceptable reason for further special consideration, petitions, and/or appeals.

Section II: Request for Convocation

Have you made a request to graduate? If so, please indicate the convocation period:

- June November

Section III: Reason(s) for Petition

- Illness* Personal Domestic Other: _____

** The faculty will only accept the UofT Verification of Student Illness and Injury form in support of petitions citing illness as the reason for the request.*

Section IV: Petition Checklist and Agreement

Please carefully review the check-list below:

- i. I have read, understood, and will abide by the petition instructions outlined by the John H. Daniels Faculty of Architecture, Landscape, and Design.



- ii. ALL supporting documentation has been provided completely and accurately. I am aware that the petition will not be eligible for consideration by the Daniels Faculty without complete documentation to verify the reason(s) for the request.
- OR**
- [Registrarial advisor initial: _____] At the permission of the Office of the Registrar and Student Services, if my petition is incomplete, I understand that I am given a maximum of three (3) weeks to provide the necessary documentation. After that time, the petition will be considered late and will not be considered unless an extenuating circumstance prevented me from submitting the necessary documentation.
- iii. *For first deferred examination request(s) only:*
A registrarial advisor has informed me of the examination period(s) for the requested deferred examination(s). If the petition is granted, I understand that it is my responsibility to pay for the deferred examination fee immediately where appropriate, and attend the deferred examination(s).
- iv. I understand that there is no guarantee that my request will be granted.

Student Signature

Date Petition Filed



Student #: _____ Last Name: _____

Part V: Petition Request(s)

Deferred Examination(s)

Session <i>(e.g. 20129)</i>	Course Code <i>(e.g. ARC131H1F)</i>	Section* <i>(e.g. L0101)</i>	% of Final Grade	Original Exam Date <i>(e.g. Dec 15, 2017)</i>	Original Exam Time <i>(e.g. 2:00pm)</i>	Office Use:		
						1 st Deferred Exam Type	Appeal	G/R/N

**It is important to enter the correct section since different sections may give different examinations.*

Extension of Time for Term Work

I understand that I am expected to continue working on the incomplete work and will submit it to the Office of the Registrar and Student Services by the extension date requested below, where it will be date-stamped and held until a petition decision is issued. I understand that there is no guarantee that my request will be granted.

Initial: _____

Session <i>(e.g. 20129)</i>	Course Code <i>(e.g. ARC131H1F)</i>	Section <i>(e.g. L0101)</i>	% of Final Grade	Type of Assignment <i>(e.g. essay, term test)</i>	Original Due Date <i>(e.g. 2:00pm)</i>	Extension Date Requested	Office Use:	
							Appeal	G/R/N

Other

(e.g. late withdrawal, lifting of suspension, and any other exemption(s) to Faculty rules and regulations)

Request(s) of Petitioner	Session (e.g. 20179)	Course Code (e.g. ARC131H1F)	Section (e.g. L0101)	Office Use:	
				Appeal	G/R/N

Office of the Registrar and Student Services Use Only		Date Entered: _____	Initials: _____
<i>Is this petition eligible for exemption of fee(s)?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If Yes, this petition is:</i> <input type="checkbox"/> AODA-related or <input type="checkbox"/> Religious Observance			
Notes:			