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/add ing 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.