



UNIVERSITY OF TORONTO
 FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

PETITION

Documentation

Consultation/Review

Date Received _____

To the Examinations Committee of the Faculty of Kinesiology and Physical Education:

I request that: _____

The grounds for my petition are as follows (all supporting evidence, such as medical certificates, letters from professors or instructors, counsellors, etc., must be attached to this form for you petition to be processed). Attach a letter if more space is needed. Medical and personal circumstances should generally be just stated as such – details are not necessary (but the verification of student illness/injury form supporting those grounds is).

I understand that my signing of this petition constitutes written consent for the examination of non-confidential records in my file and I acknowledge that other students are members of the Committee that will hear the petition.

I also understand that the decision of the Committee will be based on the evidence and supporting documentation I have submitted, and that **NO ASSUMPTION OF A DECISION ON THIS PETITION SHOULD BE MADE BEFORE OFFICIAL NOTIFICATION IS RECEIVED.**

All students are strongly urged to consult with the Undergraduate Administrative Staff and Student Council Committee members before submitting a petition.

While the Committee will consider carefully any difficulties in meeting Faculty regulations, carelessness and personal convenience will not generally be grounds for petition.

NAME: _____ SIGNATURE: _____

Student Number: _____ E-mail: _____

Address: _____

City: _____ Postal Code: _____

Telephone Number: _____ Date: _____

Information About Petitions

A petition is a written request for exemption from a particular rule of the Faculty of Kinesiology and Physical Education. Sometimes circumstances beyond your control can seriously impair your ability to deal with courses within the published deadlines. The petition system is designed to offer some relief. In rare cases, a student may request program requirement adjustments.

If you are ill or otherwise unable to cope, you should come (or telephone if too ill to come in person) to the office and ask for help. Petitions are requests for help which are taken forward to the Examinations Committee for consideration. For example, if you are ill on the date of a final examination, it may be possible to arrange to write at a later date. Petitions and other special requests must be accompanied with supporting documentation, e.g. *Verification of Student Illness or Injury* form. Petitions must be filed early and in this case absolutely before the end of the examination period.

If your petition is successful, be aware that an extension to complete term work or a deferred exam may add to your future workload. You may want to adjust your course load accordingly.

Also, take the time to inform your professors about your circumstances and perhaps supply them with documentation. Your instructor can help suggest ways to deal with your lost time.

What are petitionable circumstances?

A reasonable case for a petition should involve events beyond your control. These events must be shown to have been an obstacle in your path to successful completion of your academic responsibilities. Most of these situations concern illness, personal problems, accidents, family difficulties, etc. Personal convenience (e.g. travel plans) and work commitments are not normally acceptable as petitionable grounds.

When should I file a petition?

The earlier the better. You should seek assistance from the Undergraduate Administrative Assistants as soon as you can to discuss your situation and begin the process of filing your petition. Do not wait. If you are unwell or unable to come to the Office, telephone us with your information. The paperwork may follow. Keep in touch with your instructors.

Students approaching graduation should note that petitions related to graduation must be submitted by March 1st for a June graduation of the same year.

What do I write in my petition?

You must detail the academic effect your situation creates. E.g. missed examinations or classes, extensions needed for major assignments/essays, inability to participate in activity courses, etc. Specific dates and expected lengths should be provided where possible.

It is your responsibility to prove your case. You are asking to be exempted from a regulation with which hundreds of students are complying.

For medical or personal situations you must provide a Verification of Student Illness/Injury form completed by a medical professional or counsellor (e.g. from CAPS, Accessibility Services, or external). No other specifics are required as to your grounds. Other grounds should detail your conflict and adequately demonstrate their validity. E.g. for competitions/training camps you should provide a letter from your coach or organizing body indicating the dates of the conflicting competition or training, mandatory job training should provide a letter from your employer, conferences should have proof of attendance/registration and of the conflicting dates, weddings should have invitations showing the dates, copies of accident or police reports for delays or loss of computers, etc.)

What happens to my submitted petition?

After your petition is submitted, it is reviewed by the Examination Committee. Decisions are emailed to you at your @mail.utoronto address normally within two weeks. Any appeal of a Committee decision, and all additional supporting evidence must be submitted no later than thirty days after the notification date of your petition result.

Contact numbers/e-mail addresses for the Undergraduate Program Advisors:

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