

## Leslie Dan Faculty of Pharmacy

### PETITION FORM AND INSTRUCTIONS

A petition is a written request for special consideration, because of illness or other circumstances, related to non-compliance with course requirements or impact on academic performance. Petitions are submitted to the Faculty Registrar, in the requisite form, and are considered in confidence by, or on behalf of, the Examinations Committee.

If a petition is submitted by the appropriate deadline, with a clear explanation of the circumstances, and any required documentation is provided, the request will be given prompt consideration. Petition decisions are based on the validity of the request. **Approval is not automatic and should not be taken for granted.** If students fail to observe deadlines or to organize their academic priorities, or if they have been negligent about their responsibilities, then special consideration will not be warranted. The petition process is not a means to salvage courses and/or the academic record.

**Counselling:** Students who feel that they have genuine difficulty complying with a particular course requirement should consult the Faculty Registrar as soon as they know a problem exists. The Faculty Registrar is able to advise students regarding petition policies and procedures.

**Submitting a Petition:** Complete the attached Petition Form and submit it, with any required documentation, by the appropriate deadline to the Faculty Registrar. On the Petition Form, under 'Your Statement', provide a clear and concise statement explaining the reasons why compliance with the course requirement is/was not possible, or why special consideration is being requested. The request will not be considered and the petition form will be returned to the student if the statement provided is insufficient or illegible.

A petition should be submitted only when there are circumstances which are not only beyond the student's control, but which also could not reasonably have been anticipated or overcome, and which have affected the student's studies or impacted academic performance.

**Documentation:** Relevant and appropriate documentation must be provided at the time the petition is submitted. In the absence of this documentation, the petition is not valid and a grade of '0' will be assigned for the missed evaluation. In the case of illness, a University of Toronto Verification of Student Illness or Injury form must be provided. Note that the physician's report must establish that the student was examined and diagnosed at the time of the illness, not after the fact. A statement that merely confirms a report of illness made by the student for documentation by the physician will not be sufficient; rather, the medical report must show:

- that the student was examined at the time of illness;
- the degree of incapacitation on academic functioning;
- the duration of the incapacitation.

A copy of the Verification of Student Illness or Injury form is on the reverse side of the petition form. The certificate is also available for printing from the University's website at <http://www.illnessverification.utoronto.ca/>.

**Deadlines:** Petitions for missed mid-term examinations, assignments or other course requirements must be submitted within **seven calendar days** of the missed examination, assignment or course requirement. For examinations missed during the regularly scheduled examination periods (December and April), petitions must be submitted by the end of the examination period.

**Petition decisions will be conveyed to students via their University of Toronto e-mail account.**

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

**PETITION FORM**

FAMILY NAME:		GIVEN NAME(S):	
STUDENT ID NUMBER:		YEAR: 1 2 3 4	
<b>UNIVERSITY OF TORONTO</b> E-MAIL ADDRESS (petition decisions will be sent via e-mail to this address):			
REQUEST(S) OF PETITIONER: (e.g., a make-up examination)			
COURSE(S) AFFECTED:			
DATE(S) OF MISSED/AFFECTED COURSE REQUIREMENT(S):			
YOUR STATEMENT in support of your request (see instructions on cover page):			
I certify that all statements supplied in support of this petition are correct and complete. I understand that misrepresentation is an academic offence for which sanctions may be imposed.			
STUDENT'S SIGNATURE:		DATE SUBMITTED:	