

## Petitioning for an Exception to an Academic Policy

Academic policies have been legislated by the faculty and apply consistently to all students. Exceptions are approved only in truly extraordinary and extenuating circumstances. It is your responsibility to explain the extenuating circumstances in your case: why should the exception be granted to you and not to all students?

Academic policies and deadlines are well advertised, and ignorance of them will not constitute grounds for petition.

You must consult with your academic adviser (and, where appropriate, the course instructor) before submitting this petition, and their signatures will indicate that you have discussed the petition with them.

Until you have been informed of the outcome of your petition, you should act on the assumption that the petition will not be granted.

Return the completed form to the Office of the Dean of the Faculty.

If you are petitioning to drop a course after the six-week deadline, take careful note of the following:

- Such 'late drops' are granted only in extenuating circumstances, and primarily for health and medical reasons. If you are petitioning on these grounds, you must submit a written statement from a medical or health professional indicating support for the petition and an indication of the impact of your health situation on your ability to complete academic work. These materials should be forwarded to Nancy Anderson, Director of the Student Health Center.
- Academic difficulty and/or poor grades in a course do not constitute an extenuating circumstance.
- Until you receive an official response to the petition, you should continue to attend the class.
- If you are petitioning to drop a course late on the grounds that you never attended the class but failed to drop the course before the deadline, you must provide a written statement signed by the instructor that you never attended the class in question. This requirement pertains to both full credit and partial credit courses (*e.g.*, music, theatre, physical education).
- Remember that the minimum course load for any semester in order to remain a full time student is three courses.

The decision of the Dean of the Faculty on petitions is final.