

Undergraduate Academic Petition Form

Instructions

A petition is a formal request for accommodation with regard to the normal rules, regulations or deadlines of the University. Petitions must be accompanied by documentation which verifies the extenuating circumstances, beyond the student's control, which have led to the request for relief or accommodation from a rule, regulation or deadline of the University.

Petitions should be submitted immediately following the development of the circumstances which have prompted the request and within the following deadlines:

January 30: for petitions arising from the Fall Term
June 30: for petitions arising from the Winter Term
September 30: for petitions arising from the Summer Session

Supporting Documentation

The Carleton University Medical Form (<https://carleton.ca/registrar/deferral/#sect7>) should be completed and attached to any petition which is based on medical circumstances. Depending on the complexity of your medical circumstances and the nature of your request, additional information may be required (<https://carleton.ca/registrar/petition/#sect3.4>).

Requests based on non-medical circumstances should be accompanied by documentation which can support the grounds of the petition.

Students must keep a copy of all documentation as they will not be returned. All documents submitted to the University by way of an application for admission, residence, financial awards, appeals or petitions become the property of the University. All documents submitted form an official part of the student record. Carleton University retains electronic student files. Documents that have been included in the student's file are destroyed in compliance with the University's privacy policies.

Provision of documentation does not in itself constitute grounds for granting a request. The rationale must clearly demonstrate serious illness or extraordinary circumstances that warrant consideration.

Petitions submitted without the proper documentation will be held by the Registrar's Office for a period of time based on the nature of the petition and the rationale for the lack of documentation. After that time, the petition will normally be cancelled and the student notified.

Do not use this form for the following types of requests:

- Deferred Final Examination- complete a Deferral of Examination Application
- Informal Appeal of Grade: address your concern and attempt to settle the dispute informally by discussing the issue with the instructor
- Formal Appeal of Grade: complete a Formal Appeal of Grade form
- Requests for registration into courses outside of the published deadline (please contact the Registrar's Office).

Except in those instances where administrative requirements necessitate an earlier response, petitions can take from two to eight weeks to be processed depending on the type of petition submitted and the time of year.

Students will be notified at their Carleton email account or by mail of the final decision on their petition. Failure to provide a correct MyCarleton email address or to review one's Carleton email account regularly and/or to respond immediately to requests from the Registrar's Office or the Appeals Secretariat are not grounds for extending timelines or requesting further consideration of one's petition.

Pursuant to Section 39 (1) (a) of the Freedom of Information and Protection of Privacy students must give consent if they wish to have staff in the Registrar's Office contact family members, other persons or organizations outside the University in regards to information or facts contained in the petition or appeal. By signing the Undergraduate Academic Petition Form you are giving this consent.

Undergraduate Academic Petition Form

- Please read all of the instructions and information on the reverse before submitting this form.
- Ensure that required supporting documentation is attached to this request.
- Requests for additional information or documentation and the decision on your petition will be sent to your Carleton email account or by mail. Please ensure your email information is complete and accurate.
- Retain a copy of this form and your documentation for your records.

Name			Student Number
Address			Carleton Email Address
City	Prov	Postal Code	Daytime Telephone
Current Program (Specify all program elements e.g. B.A. Law Minor English)			

Indicate the type of petition you are submitting:

- | | |
|--|--|
| ☐ Backdated Withdrawal (current term) | ☐ Missed Application Deadline |
| ☐ Backdated Withdrawal (prior term) | ☐ Transfer Credit (Letter of Permission/Exchange) |
| ☐ Deferral Request Denied | ☐ Other: _____ |
| ☐ Missed Deferred Final Exam | |

Clearly state the policy, regulation, rule or deadline which you wish to petition. Provide in clear, concise terms the extenuating circumstances beyond your control which adversely affected your ability to comply with that policy, regulation, rule or deadline (attach additional sheets if necessary).

I confirm that I have read and understand the instructions and requirements on the reverse of this form and that all the information and documentation provided in support of this petition are accurate and true. Further, I authorize the Registrar's Office to contact those who have provided documentation submitted with this petition, including but not limited to medical documentation, for purposes of verifying authenticity.

Student Signature: _____ Date: _____

By submitting this form, you acknowledge that you have read the following [privacy notice](#).

Decision (Office Use Only)