



Faculty of Physical Education and Health  
UNIVERSITY OF TORONTO

PETITION

Documentation

Consultation/Review

Date Received \_\_\_\_\_

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

I request that: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The grounds for my petition are as follows (all supporting evidence, such as medical certificates, letters from professors or instructors, etc., must be attached to this form for you petition to be processed):

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

I understand that my signing of this petition constitutes written consent for the examination of non-confidential records in my file and 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 the 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 BPHE 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 Physical Education and Health. 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. *University of Toronto Student Medical Certificate*. 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 BPHE 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 before March 10 for a June graduation of the same year.

### What do I write in my petition?

Give complete details about your situation and explain how it affected your attempt to complete your obligations. It is your responsibility to prove your case. You are asking to be exempted from a regulation with which hundreds of students are complying.

Letter of support should be written on professional letterhead, be signed by the professional confirming your situation, be dated, and describe: the nature of the illness or other situation; when it began; when it may be resolved; the impact upon your ability to perform.

### What happens to my submitted petition?

After your petition is submitted, it is reviewed by the Examination Committee. Decisions are mailed to you at the address you have provided. Any appeal of a Committee decision, and all additional supporting evidence must be submitted no later than two weeks after the date of your petition result letter.

### Contact numbers/e-mail addresses for the BPHE Program Personnel:

Tim Linden	978-6592	tim.linden@utoronto.ca
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