

Senate Policy

Student Petitions

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Description:

The Student Petitions Policy outlines the conditions under which a student may request exception to or relief from university rules and regulations with respect to deadlines, fees or refunds.

Approvals:

Approved by Academic Council: June 1994

Revised: May 1997

Updated: February 2003

Revised by Academic Standards: May 2013

Approved by Senate: May 2013

Date Effective: May 2013

Approval Authority: Senate

Signature: Archie Graham, Chair

Policy:

A petition is a written request from a student seeking exception to or relief from university rules and regulations with respect to deadlines, fees and refunds because of extenuating circumstances such as illness or family bereavement.

Student petitions will not be considered when they relate to the following:

- a) Any matters which are more properly dealt with under other policies or procedures.
- b) The minimum number of credits required for completion of an area of study and for graduation or the minimum evaluation average required to graduate.
- c) Program requirements as outlined in the program guides.

- d) Admission decisions, admission conditions or acceleration within an area of study after the student has accepted the terms of their admission to the university.
- e) The guidelines for the preparation of degrees, diplomas or certificates awarded and/or the recording of the approved areas of concentration

Students are responsible for knowing the rules and regulations, policies and procedures of the university as published on the university website and through official communiqués released by the university.

1. The university is committed to and shall make every effort in the timely and expeditious resolution of student petitions.
2. The Student Petitions Policy and Procedures shall be available to all students and teaching faculty through the university website.
3. Petitions are normally only considered if submitted no later than 20 business days after the deadline in question. Extensions may be granted where the student was incapacitated and began the process as soon as health permitted.

Procedures

1. Students may use the petition process to request relief from fees, deadlines, or refunds until 20 business days after the deadline in question or as soon as practicable, within reason, after a student becomes aware that a deadline has lapsed.
2. Step 1: Consultation with Records Administrator, Office of the Registrar

Student consults with Records Administrator to discuss reasons/grounds for petition. This consultation may occur in person, by telephone or by email. The Records Administrator will advise the student on the procedure for submitting a petition and required supporting documentation. The Records Administrator will investigate the claims and grounds outlined in the petition. If the student does not have valid grounds to petition, the student may be referred to appropriate university resource(s) to address issue(s) presented.
3. Step 2: Administrative Decision: University Registrar

The petition may be approved administratively by the University Registrar. If the petition is approved, the student will be advised of the petition decision, in writing within the following 5 business days
4. Step 3: Administrative Decision: Dean of Faculty

If the petition is not approved at Step 2, the University Registrar will consult with the Dean (or designate) of the Faculty in which the student is registered and the Dean of the Faculty offering the course.

5. The student will be advised in writing of the final decision no later than 5 business days after the decision has been made.

Senate Student Appeals Committee

Where the petition is denied by the Dean of Faculty, and only if there was procedural irregularity, the student may appeal the decision to the Senate Student Appeals Committee. A written request must be received no later than 15 business days after the date the decision was sent to the student.

- a) The Senate Student Appeals Committee will decide the outcome of the petition.
Only members of the Committee who were not involved in the initial petition will vote on the matter.
- b) The Secretary to the Senate Student Appeals Committee will forward a copy of the petitioner's file to all members of the Committee and the petitioner at least 5 business days before the date of the meeting. The petitioner will also be informed of the procedure for the meeting.
- c) The proceedings of the Senate Student Appeals Committee are confidential.
- d) The student may attend the meeting to explain the reasons for the relief requested and to provide any additional relevant information.
- e) The student may choose to have another person present for support during the meeting.
- f) The Committee members may ask the student questions or may seek clarification with respect to the student's filed material.
- g) The student will leave the meeting following the conclusion of the student's presentation.
- h) The Committee shall assess the merit of the student's petition and determine whether to grant it. Where appropriate, the Senate Student Appeals Committee may attach conditions to its decision.

- i) The Secretary to the Senate Student Appeals Committee shall forward the written decision of the Senate Student Appeals Committee to the student no later than 5 business days after the meeting was held.
- j) The decision of the Senate Student Appeals Committee is final and irrevocable.

Time Limits

The time limits in this policy may be extended with the consent of the parties or by the decision-maker at the relevant stage of the proceeding provided that the decision-maker is satisfied that no party will be unduly prejudiced by the extension.