

Petition for Special Consideration (Form D)

The Faculty of Social Sciences has the responsibility to ensure that degree, program and course requirements are met in a manner that is equitable to all students. While the Faculty adheres strictly to all deadlines and academic regulations as stated in the University Calendar, it does wish to assist students with legitimate difficulties. Students who seek special consideration or who wish to request that the application of a particular University or Faculty regulation be waived because of compelling medical, personal or family reasons, may submit a Petition for Special Consideration to the Office of the Associate Dean. Supporting documentation will be required but will not ensure approval of the petition. The authority to grant petitions lies with the Faculty Associate Dean's office and is discretionary. Following receipt of the appropriate documentation and forms, the Assistant Dean shall submit the petition to the appropriate individual or committee and shall secure a final decision from the individual or committee. The student will be notified in writing (by email) of the decision on his/her petition.

Petitions for Special Consideration decisions are final. In accordance with the Student Appeal Procedures, decisions made on Petitions for Special Consideration cannot be appealed to the Senate Board for Student Appeals. If a student feels his/her human rights have been violated, they may contact Human Rights and Equity Services in room 212 of the McMaster University Student Centre, to initiate a complaint.

Students are responsible for submitting Petitions for Special Consideration in a prompt and timely manner for the relevant session, but no later than July 31st immediately following the Fall/Winter session or November 15th immediately following the Spring/Summer session.

Name: _____ **Student Number:** _____

Email: _____

Program: _____ **Level:** _____

Address: _____

What special consideration or accommodation are you seeking? You must complete and submit the *Petition Checklist* with your Petition.

Term for Action Requested (i.e. Fall 2016; Winter 2017): _____

Add course(s) after the deadline: _____
 A completed COURSE OVERRIDE form must be submitted when requesting late add of a course (available in our office).

Retroactive withdrawal of course(s): _____
 The INSTRUCTOR'S STATEMENT FOR CLASS PARTICIPATION is required when requesting retroactive withdrawal of a course.

Cancellation of course(s): _____
 The INSTRUCTOR'S STATEMENT FOR CLASS PARTICIPATION is required when requesting cancellation of a course.

Other (specify): _____

Have you discussed your situation with anyone in the Faculty? **Yes** **No**

If yes, please identify: _____

Please list all documentation attached (e.g. medical note, Course Override form, Instructor Statement(s), Petition Checklist):

1. _____
2. _____
3. _____
4. _____

I verify that the information contained in this petition package is complete and valid, and that I have considered all relevant aspects of adding or cancelling courses after the deadline. I also acknowledge that 'submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines' is considered to be Academic Dishonesty under the University's policy on Academic Integrity, and that offences will be dealt with by following procedures set out in the University's Academic Integrity Policy. I further acknowledge that I may be subject to additional tuition fees and late registration fees.

Furthermore, I understand that approval of this petition may result in significant **OSAP implications** and that I am required to report retroactive withdrawals and course cancellations from a prior session to the Office of **Student Financial Aid & Scholarships** (GH-120) if I will be applying for OSAP in a later session:

Student Signature:

Date:

Use this space to provide a **STATEMENT** clarifying your request. Provide full course identity and any additional information you believe necessary to support your petition. (You may attach additional sheets, if necessary.)

FOR OFFICE USE ONLY

Final Decision: Approved Denied

Comments: _____

Assistant Dean (Studies) _____ **Date** _____

Office of the Associate Dean	Kenneth Taylor Hall Room 129	Phone: 905.525.9140, Ext. 23772
Faculty of Social Sciences	1280 Main Street West	Email: socscfac@mcmaster.ca
	Hamilton, Ontario L8S 4M4	http://socialsciences.mcmaster.ca

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and being collected under section 39 (2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario. Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall 209, McMaster University.

Petition Checklist

To be accompanied by the *Petition for Special Consideration*. All pages must include your full name and student number. Your request will only be considered with submission of all required documentation.

Name _____ Student Number _____

INSTRUCTOR'S STATEMENT(S)

I have provided a completed Instructor's Statement for each course that I wish to add, drop, or cancel and I have supplied required personal information and full course identity in my Written Statement.

On each Instructor's Statement I have obtained the required information from the instructor, including my coursework submitted and grades to date, attendance record (if known), as well the instructor's dated signature and comments. Instructor's Statement(s) have been attached in an acceptable format (i.e. **Course Override** form for late add, or the **Instructor Statement For Class Participation** form for cancellation/retroactive withdrawal). Emailed statements from instructor(s) are acceptable at the discretion of the Reviewing Committee.

Note: Instructor Statement(s) are required and serve as advisory to the Reviewing Committee only. The final decision will be made by the Faculty's Reviewing Committee. **If you are requesting the late drop, do not discontinue your effort in the course on the assumption that your request will be approved.**

WRITTEN STATEMENT

I have included a detailed but concise statement explaining the exact nature of my request (i.e. "Late withdrawal from Economics 2H03 from Fall/Winter 2012-13") and the reasons I believe my request is justified. This statement is signed and dated, and it includes:

- My name, student number
- A chronological explanation of the circumstances that motivated this request.
- If I am requesting late add of course(s), I have sufficiently explained why I missed the enrollment deadline, known as the "add/drop" period.
- If I am requesting cancellation or retroactive withdrawal of course(s), I have indicated how the circumstances affected my attendance and ability in the course(s) and, if I am seeking selective withdrawal, I have explained why the circumstances did not affect my entire program. Further to this, I have provided an explanation as to why I was not able to cancel/drop the course(s) by the University's published deadline. If the request is retroactive (i.e. from a prior session), I have also explained why I have not made this request until now.

DOCUMENTATION

I have included all supporting documentation relevant to my Petition (verification of medical condition, change of employment, travel, legal issues, etc.)

UNDERSTANDING

Pertaining to LATE ADD of a course:

- I understand that requests for late add (or 'swaps') are at the discretion of the Faculty's Reviewing Committee and, should my request be approved, no concessions will be given for late cancellation and/or retroactive withdrawal of these course(s). I understand that I am responsible for any immediate fees owing to the University as a result of this late add and should I have any questions or concerns pertaining to the fees, I am to contact *Student Accounts & Cashiers* directly.

Pertaining to CANCELLATION and/or RETROACTIVE WITHDRAWAL of a course:

- I understand that requests for late and retroactive course withdrawal are approved only in the presence of convincing evidence that a serious and unavoidable hardship arose unexpectedly after the last day for cancelling a course without failure by default.
- I understand that if I am granted approval for course cancellation, the course(s) will actually remain on my record, but will appear as cancelled with a "W" notation, which does not influence my cumulative GPA.
- I understand that if my request is denied, the course(s) will remain on my record with grade(s) as reported by my instructor(s).
- I understand that approval of this petition may result in significant **OSAP implications** and that I am required to report retroactive withdrawals and course cancellations from a prior session to the Office of *Student Financial Aid & Scholarships* (GH-120) if I will be applying for OSAP in a later session: <http://sfas.mcmaster.ca/contacts/>

Requests are approved only in the presence of convincing evidence that a serious and unavoidable hardship arose unexpectedly after the deadline and, in the case of retroactive withdrawal, the hardship not only affected your performance in the course, but it also prevented you from seeking relief during the session. **If the course is in progress, do not discontinue class attendance on the assumption that your request will be approved.**

To the student: You must submit a completed *Instructor's Statement or Course Override Form* from each instructor whose course you wish to add/drop/cancel and your own personal statement describing your justification. You must also provide documentation of the hardship that you describe as your justification. Finally, you must include the completed Petition Checklist, the completed Petition forms, and the Instructor's Statement(s) or Course Override Form. Petitions should be submitted in a prompt and timely manner for the relevant session, but no later than **July 31** immediately following the Fall/Winter session or **November 15** immediately following the Spring/Summer session. You may submit your Petition to the Office of the Associate Dean, Faculty of Social Sciences, in KTH 129.

I verify that the information contained in this petition package is complete and valid, and that I have considered all relevant aspects of cancelling courses after the deadline. I also acknowledge that 'submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines' is considered to be Academic Dishonesty under the University's policy on Academic Integrity, and that offences will be dealt with by following procedures set out in the University's Academic Integrity Policy. I further acknowledge that I may be subject to additional tuition fees and late registration fees.

Student Signature _____ Date _____