



Petition Form  
**Certificate in Human Resource Management Program**  
 CHRМ Program Office, Woodsworth College, 236 - University of Toronto  
 119 St. George Street, Toronto, Ontario, M5S 1A9

***Rules and Regulations Concerning Petitions are printed in the CHRМ Calendar.***

*PLEASE COMPLETE PAGES ONE AND TWO – Additional Information is printed on page three.*

Last Name	Given Name
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Student Id	
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UTOR Email address:	@utoronto.ca
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The petition decision will be sent to your **UTORONTO e-mail address only**. Please activate your e- mail account (<https://www.utorid.utoronto.ca/>), if you have not done so already, and check it regularly.

***Do not forward your UTOR e-mail to other servers which frequently fail to deliver forwarded mail. Non-receipt of a decision is not an acceptable reason for further special consideration, petitions or appeals.***

Have you made a request to graduate?  Yes  No

Reason for Petition:  Illness  Personal  Domestic  Other (specify)

**Attach a full statement & supporting evidence**

You are responsible for submitting a statement and full and official supporting documentation with your petition. Write a clear and concise statement of the reasons why compliance with the rule, regulation or deadline is/was not possible, or why special consideration is being requested. The statement should be no more than two pages, double-spaced in 12-point font or legibly hand-written. All petitions must be supported by appropriate documentation and submitted to the CHRМ Program Office with this form.

If the CHRМ Program Office permits you to submit an incomplete petition you will be given a maximum of 3 weeks to provide the documentation to make your file complete. After that time, the petition will be considered late and the petition will be suspended unless you convince the CHRМ Program Coordinator that there were extraordinary reasons for the lateness.

**Medical Documentation:** The CHRМ Program Office accepts only the University of Toronto’s Verification of Illness/Injury form in support of petitions that cite illness as the reason for the request.

***I have provided accurate and complete information on this form and with my petition, and have read, understood and will abide by the petition:***

Student Signature:	Date:
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**\*\*\*Petition Forms MUST be submitted directly to the CHRМ Program Office\*\*\***  
 Petition Forms submitted to other University of Toronto departments and subsequently received by the CHRМ Program office after the deadline will be considered late and will not be considered.

**CHRМ Program Office**  
**Woodsworth College, Room 236**  
**119 St. George Street, Toronto, Ontario M5S 1A9**  
**Fax 416 978 4088**

Last Name	Given Name
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Student Id	
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Complete the appropriate section:

**Deferred Examination Requests**

Session	Course	Exam Date	Exam Time	Instructor

**Note:** Students are expected to write examinations as scheduled. Only in cases of documented debilitating illness or legitimate conflict should a student request a deferral of a final examination. Students who are too ill and/or incapacitated at the time of the examinations should petition to defer the examination they are unable to attend due to their medical condition. Petitions based on travel, employment, or personal plans will not be considered.

**Extension of Time for Term Work only**

Session	Course	Type of assignment	Original Due Date	% value	Extension Date Requested

I understand that I am expected to continue working on the incomplete term work and will submit it to the CHRM Program Office by the extension date requested above, to be date-stamped and held until a petition decision is issued. I understand that there is no guarantee that my request will be granted.

Your signature:

**Other Requests**

Request(s) of Petitioner: (e.g. late withdrawal)	Session Summer/Fall /Winter	Year 2008	Course e.g. WDW260h1F	Instructor Smith

## **Petitions**

The CHRM Program Office considers petitions to have regulations waived or varied, if a student presents compelling reasons; however, students must convince the CHRM Program Office that they have acted responsibly and with good judgement in observing the University regulations.

If students have failed to observe deadlines, to heed warnings or to organize their academic priorities accordingly, or if they have been negligent about their responsibilities, then special consideration may not be warranted. The petition process is not a means to salvage courses and the academic record, after the fact. The CHRM Petitions Committee routinely denies petitions that in its view do not present a valid reason for an exemption from the regulations. Students are encouraged to seek counselling and, if necessary, to initiate a petition through the CHRM Program Office. All petitions must be submitted in writing.

Petitions must (1) state the student's request; (2) the reasons for the request in a clear and concise manner; and, (3) be accompanied by relevant supporting documentation. The petition is considered in confidence by the CHRM Petitions Committee, which is charged with interpreting and administering the regulations of Certificate programs. The Committee has the authority to grant exceptions and to attach conditions to its decisions.

It is the responsibility of the student to provide an accurate UTOR email address to which a petition decision may be sent. Non-receipt of a decision is not an acceptable reason for further special consideration, petitions or appeals.

## **Documentation in Support of Petitions**

The Program Office seeks documentation that provides pertinent evidence for decisions determining whether or not an exception should be made to regulations that are designed to ensure equitable treatment for all students.

## **Response Time**

The CHRM Petitions Committee can normally respond to most petitions within one week of receipt.

If incomplete documentation or an insufficient statement has been provided or documentation is delayed, the Program Office will not forward a petition to the CHRM Petitions Committee. Please contact the Program Office with questions or concerns if a decision seems to be unduly delayed.

Petition decisions can sometimes take several weeks if the process is delayed for lack of sufficient information, or if the matter needs to be referred to instructors for further comment and recommendation, or if the petition must go to a full Committee meeting.

## **Departmental Issues**

Matters involving term work, such as the organization of a course, grading practices or the conduct of an instructor fall under the authority of the department or college offering the course. Please raise such issues with the instructor of the course or the appropriate departmental or program office representative.

## **Counselling**

The CHRM Program Coordinator is able to advise students regarding petition procedures and issues. The Program Coordinator is not required to support all requests and may discourage petitions that are unlikely to be granted due to lateness or insufficient grounds.

## **Deadline to File Petitions**

Specific deadlines have been established for filing petitions and will not be waived.

*Term work:* Petitions must be filed before the end of the examination period.

*Examinations:* Requests of any type regarding examinations must be filed within a week of the end of the examination period. December examinations: at the end of the first week of classes in January. Do not wait until the results are available to petition. Note: There is a fee deferred examinations: \$70.00 for one, and \$140.00 maximum.

*Late withdrawal without academic penalty/changes to the record (courses, status):*

Petitions must be filed within six months of the end of the session in which the course was taken or the status was earned.

All supporting documentation must be submitted within three weeks of the date of initiating the petition.

**Late petitions and petitions with late documentation will not be considered.**