

A student may petition for exception to Academic Regulations in accordance with Policy 70 – Section 3 and Appendix A ([www.secretariat.uwaterloo.ca/Policies/policy70.htm](http://www.secretariat.uwaterloo.ca/Policies/policy70.htm)). Petition decisions are final and cannot be appealed.

**Instructions to Complete this Form (please read carefully)**

**Note:** No assumptions regarding the outcome of the petition should be made. You should consult with your academic advisor before submitting this petition. If you are/were in receipt of financial aid during the term(s) affected by this petition, please contact the Student Awards and Financial Aid Office BEFORE submitting your petition. Failure to do so could result in a decision that changes your eligibility for financial aid.

1. Complete your student information requested in **Section A**.
2. Select the type of petition in **Section B** and identify the terms affected.
3. Attach a printed/typed letter (no more than two pages) stating why this petition should be granted. The petition should include:
  - o An opening sentence which clearly states the desired outcome of the petition, including the term/course(s) to be considered.
  - o A timeline that chronologically places all relevant events in order. Documentation should support events on this timeline.
  - o A complete account of all circumstances contributing to the petition.
4. List all supporting documentation in **Section C**. All doctors must complete the UW Verification of Illness Form ([www.healthservices.uwaterloo.ca/Health\\_Services/verification.html](http://www.healthservices.uwaterloo.ca/Health_Services/verification.html)).
5. Sign and date the Declaration and Consent in **Section D**. This form will not be processed without your signature.
6. For **Mathematics Non-degree, Arts, Engineering, and Environment students**: Take the completed petition form along with any supporting documentation directly to the Registrar's Office.

For all **Mathematics plans other than Mathematics Non-degree**: Take the completed petition form to your Undergraduate Advisor for approval and then take the approved petition form along with any supporting documentation directly to the Registrar's Office.

For **Applied Health Sciences and Science students**: Take the completed petition form and attached supporting documentation to your Undergraduate Advisor. The advisor will complete his/her recommendation and forward the petition to the Registrar's Office.

**Section A**

University of Waterloo Student ID Number 

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Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Title (e.g., Mr., Miss, Ms.) \_\_\_\_\_ Academic Level (e.g., 2A) \_\_\_\_\_  Co-op  Regular

Faculty/Program/Plan \_\_\_\_\_

My Home Institution is  University of Waterloo  Wilfrid Laurier University

Current Address: Update your address in Quest.

Email (please print) \_\_\_\_\_

**Section B** Indicate the type of petition you are making by selecting the appropriate box(es) below.

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> Add course(s) after the deadline * | <input type="checkbox"/> Increased or reduced course load     | Term(s) _____                  |
| <input type="checkbox"/> Drop course(s) after the deadline  | <input type="checkbox"/> Reconsideration of academic decision | e.g., Winter 2010, Spring 2010 |
| <input type="checkbox"/> Reconsider WD/WF grade(s)          | <input type="checkbox"/> Other (specify) _____                |                                |

\* Attach a completed Course Override Form

**Section C** List all supporting documents attached to this petition form (i.e., medical notes, counsellor's note, police statements, etc.)


**Section D** Declaration and Consent:

I confirm that the information provided in this petition is complete and accurate in every respect. I understand that the Registrar's Office will communicate a decision by letter or email immediately following the Committee's decision.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

