



PETITION FOR SPECIAL CONSIDERATION (MBA ONLY)

Students may submit, a *Petition for Special Consideration* to the office of the Associate Dean, Graduate Studies in instances where a student acknowledges that the rules and regulations of the University have been applied fairly, but wish to request that an exception be made because of special circumstances (compelling medical, personal, or family reasons).

NOTES:

- 1) The student is responsible for ensuring that *Petitions for Special Consideration* are SUBMITTED TO THE STUDENT EXPERIENCE OFFICE as soon as possible and normally not later than one month prior to the date on which it is hoped the petition will be effective.
- 2) It is important that those completing this form include sufficient information to provide a sound basis for making decisions.
- 3) Please be sure that the particular petition is based on a knowledge of existing regulations as set down in the current Calendar of the School of Graduate Studies.

4) For all petitions, a statement from each of the student and the Academic Advisor is necessary.				
To: The Student Experience Office (RJC 333)	Student Number :			
Student's Name:	Student's Email:			
Program that the student is currently enrolled in: Full Time Part Time	Co-op Accelerated			
NATURE OF THE PETITION				
Leave of Absence ¹ : Late Drop/Add: P	rogram Continuation after failure:			
Other (Specify) 2:				
¹ Use this form for leaves of absence that do NOT include maternity or parental leave. If you are requesting Maternity or Parental Leave, please use the Request for Maternity or Parenting Leave Form. ² e.g. Petition for waiver of adverse ruling or decision about academic performance for compelling medical, personal or family reasons; extension of "incomplete"; petition re "failed" course; extension of deadline for completion of degree.				
*** Student must attach supporting documentation in situations involving illness, bereavement, emergency travel, etc				
STATEMENT BY STUDENT				
** Attach additional pages if more space is required.				
Student's Signature:	Date:			





	STATEMENT BY ACAD	DEMIC ADVISOR / PROGRAM MANA	GER
APPROVED: Signature:		FORWARDED: Date: JENT PROGRAM DIRECTOR	
APPROVED: Signature:	DECLINED:	FORWARDED: Date:	
APPROVED: STUDENT NOTIFIED Signature:	DECLINED:	DEAN OF GRADUATE STUDIES STUDENT RECORD UPDATED:	