

PETITION FOR SPECIAL CONSIDERATION

The Faculty of Humanities 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 Appeals 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 the Equity and Inclusion Office.

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 #: _____

Program & Level: _____

Contact Address: _____

City: _____ Postal Code: _____

Telephone #: _____ Email: _____@mcmaster.ca

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

- Retroactive withdrawal of course(s). A completed INSTRUCTOR STATEMENT FOR CLASS PARTICIPATION form may be required.

Please specify what action you are seeking: _____

TERM(S) FOR ACTION REQUESTED (e.g. Fall 2017): _____

Have you discussed your situation with anyone in the Faculty? YES NO

If YES, please identify: _____

Please list all documentation attached to this form: _____

The approval of this petition may result in significant OSAP implications. Please visit Student Financial Aid & Scholarships, GH-120 to inquire about possible changes to your funding.

Student Signature: _____ Date: _____

Use this space to provide a statement to support your petition for special consideration. You may attach a separate typed sheet, if desired. Provide full course identity and any additional information you believe necessary. If you are citing medical reasons for your request, **medical documentation MUST be attached** at the time that you submit this form for consideration.

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

FOR OFFICE USE ONLY:

Date Received:

Comments:

Approved by Faculty Reviewing Committee

Denied by Faculty Reviewing Committee

Assistant Dean (Studies):

Date:
