



## Term-Work Petition: Information for Engineering Students

A term-work petition should be used to request special consideration for in-course work such as tests, labs, quizzes, assignments, presentations and essays. Beginning **July 1, 2015**, Engineering undergrads must submit term-work petitions through the [Engineering Student Portal](#).

### Submission Deadlines

#### Medical-related Absences

Petitions must be submitted no later than seven days after a student returns to school and before the end of the term. The Faculty will not accept term-work petitions submitted after the final examination period has ended.

#### Non-medical Absences

Petitions must be submitted immediately after the date of the affected work, or as soon as the student is able to. For example, if a student plans to miss a quiz because of an unavoidable conflict, such as a citizenship oath ceremony or full-time job interview, they should file a petition in advance.

#### Religious Observance Absences

Petitions must be submitted a minimum of three weeks in advance of the observance.

### Pre-Submission Checklist

As the term-work petition system does not permit drafts or incomplete submissions, students must ensure they have the following information and documents prior to creating petitions:

- University of Toronto Illness and Injury Verification Forms must be converted for upload. The petition system will accept the following formats: PDF, JPEG, and TIFF. In addition to the form, the student will have to input the doctor's contact information and license number
- Non-medical documentation must be converted for upload. The petition system will accept the following formats: PDF, JPEG, and TIFF
- Course name and number and the affected work
- Affected date range
- The reason for the petition. Please review the privacy and confidentiality section of this document prior to creating a petition
- Determine the category for your petition. Categories are listed in this document

### Response Time

Most petitions can be dealt with promptly provided the petition is completed in full and includes all relevant documentation. Should a petition require broader consultation, it could take several weeks.

## Petition Stages

### Stage One

Student submits petition, including supporting documentation, online. The system will inform the student's Course Coordinator/Instructor and Academic Advisor that a petition has been submitted.

### Stage Two

If relevant, the Course Coordinator/Instructor has 72 hours to provide comments regarding the petition to the Academic Advisor. The student will not see these comments.

### Stage Three

The student's Academic Advisor will review the Course Coordinator's/Instructor's comments, if any, and render a decision based on Faculty guidelines. The student will be notified of the decision.

### Stage Four

If the decision includes an accommodation, the Course Coordinator/Instructor will be asked to select the most appropriate accommodation and communicate it to the student prior to the next major assessment and before the final exam. Should the student have concerns about the accommodation, they should discuss the matter with the Course Coordinator/Instructor.

## Petition Categories and Documentation Timelines

Categories	Examples of Required Documentation
Medical	<ul style="list-style-type: none"><li>• U of T Verification of Illness and Injury Form. Must be obtained while the doctor can verify the illness, not informed of the illness after the fact</li><li>• Hospitalization record</li></ul>
Non-medical emergency	<ul style="list-style-type: none"><li>• Please review acceptable types of non-medical supporting documentation below</li></ul>
Family emergency	<ul style="list-style-type: none"><li>• Death certificate or hospitalization record</li><li>• Please review acceptable types of non-medical supporting documentation below</li></ul>
Co-curricular activities	<ul style="list-style-type: none"><li>• Letter of support from the academic lead (sponsor)</li><li>• Please review acceptable types of non-medical supporting documentation below</li></ul>
Personal emergency	<ul style="list-style-type: none"><li>• Proof of expected attendance</li><li>• Please review acceptable types of non-medical supporting documentation below</li></ul>
Other emergency	<ul style="list-style-type: none"><li>• All other reasons must be supported by a neutral third party who can speak to the issue on an impartial basis</li><li>• Please review acceptable types of non-medical supporting documentation below</li></ul>
Religious accommodation	<ul style="list-style-type: none"><li>• No proof is required, however, it is the student's responsibility to alert the Course Instructor(s) a minimum of three weeks in advance via petition</li></ul>

## Non-Medical Supporting Document Guidelines

With regards to petitions, the U of T Verification of Illness or Injury Form is the only official method to document and verify an illness or injury. The form must be completed by a member of one of the following groups of medical practitioners: physician, surgeon, nurse, dentist and/or clinical psychologist.

For non-medical emergencies, students may submit alternate documentation to support a petition. If a student plans to submit supporting documentation for a non-medical emergency, the documentation should appear on the writer's official letterhead, include contact information and official stamp, if available. The document should include the following:

- The student's full name
- The writer's relationship to the student (e.g. pastor)
- The relevant circumstances or events, severity and how they interfered with the student's capacity to attend to academic work (e.g. mild, moderate, serious, severe)
- That the writer has direct first-hand knowledge of the circumstances, rather than second-hand knowledge reported by the student
- Relevant dates (i.e. when the writer has had contact with the student)
- The student's signature to indicate they gave the writer permission to share the information in the document with the Faculty and permission to allow the Faculty to verify the information with the writer

## **Privacy Concerns**

The details of a student's petition—description and documentation—will only be visible to the student's Academic Advisor. However, if a need to know is demonstrated, the Academic Advisor may share additional information with the Course Coordinator/Instructor. If a student has privacy concerns, they are encouraged to discuss them with their Academic Advisor prior to submitting a petition.

## **Accommodations**

The Course Coordinator/Instructor will determine the type of accommodation.

## **Appeal**

There is no formal appeal process for term-work petitions. If a student strongly disagrees with the decision, or has a serious concern regarding the type of accommodation provided, the student must discuss their concerns with their Academic Advisor immediately upon receiving the decision/accommodation.

The Academic Advisor will listen to the student's concern and explain why a particular decision or accommodation was made. To arrive at the best possible decision and accommodation, the student's Academic Advisor will consult with his or her Associate Chair, Course Instructor, and the Registrar's Office.

**If a student has questions regarding term-work petitions, they are encouraged to consult their Academic Advisor.**