



# Course Performance Summary

**Incomplete petition submissions will not be accepted for processing.**

You must ensure **all** petition documents are submitted at the same time in one package. Incomplete petitions will be cancelled and the documents will be returned to the local mailing address currently on your record within the Student Information System. E-mail submissions will not be accepted.

**Student responsibilities:** it is your responsibility to have this form completed by the course director/instructor in which special consideration is being requested. If the course director/instructor is not available, a departmental representative such as a Chair or Undergraduate Program Director may complete the form. Additional copies of this form are available Online at [myacademicrecord.students.yorku.ca/academic-petitions](http://myacademicrecord.students.yorku.ca/academic-petitions)

Be aware that making false claims, submitting false information or altering official documents or records, so as to mislead an instructor, academic unit or committee, are considered breaches of academic honesty. The Senate Policy on Academic Honesty is published in full in the Undergraduate Calendar and is also available on the University Secretariat website ([secretariat-policies.info.yorku.ca](http://secretariat-policies.info.yorku.ca)).

**Section I: to be completed by student.**

Student Information (please print)		
Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Home Faculty
<b>Is your record updated?</b> Check your current contact information at <a href="http://currentstudents.yorku.ca/student-personal-information">currentstudents.yorku.ca/student-personal-information</a> .		

Session	Term	Faculty	Subject	Course Number	Section
Course Title				Course Director/Instructor's Name	

**Section II:** to be completed by **course instructor**.

The above named student is submitting a petition for the waiver of a Faculty regulation or deadline (e.g. drop the course past the deadline or exemption from the deadline to submit a request for grade reappraisal). This petition requires feedback from the course director to help inform petition committee members in their consideration of the petition.

Complete this form to the best of your ability and return it to the student as quickly as possible so that it can be submitted as part of a complete petitions package. A delay in completing this document will negatively impact the student's ability to receive a timely decision.

**Separate submissions of Course Performance Summary forms will not be accepted.**

Confidentiality notes:

- Students have the right to see **all materials** pertaining to their petition, including Course Performance Summaries.
- While students are encouraged to discuss their circumstances with their course directors, they have the right to confidentiality and **are not obliged** to discuss the grounds of a petition with their instructors.

1. **Attendance:** to the best of your knowledge, did the student attend classes regularly?  
 Yes      No      Do not know

2. **Course information:** complete the table below. Information and dates are **mandatory** where requested. This information is essential for the Petition Committee to confirm the time and/or sequence of events described in the student's petition.

Type of graded component or assignment (mandatory)	% weighting of course mark	Grade earned	Assignment due date (mandatory)	Date grade was available to student (mandatory)	Put a checkmark in this column if work was not received
Total - 100%					

Course Director's Signature	Date (dd/mm/yy)
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Protection of Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965*. The information will be used to process and adjudicate your petition or appeal, and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.