

PETITION FOR SPECIAL CONSIDERATION (FORM A)

The Arts & Science Program has the responsibility to ensure that degree, program and course requirements are met in a manner that is equitable to all students. While the Program 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 wish to request that the application of a particular University or program regulation be waived for compelling medical or personal reasons may submit a Petition for Special Consideration to the Arts & Science Program office. Supporting documentation will be required but will not ensure approval of the petition. Students are responsible to submit Petitions for Special Consideration in a prompt and timely manner, and will be notified in writing (by email) of the decision.

Petitions for Special Consideration decisions are final. In accordance with the Student Appeal 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 Human Rights and Equity Services in room 212 of the McMaster University Student Centre, to initiate a complaint.

Name: _____ **Student No.:** _____

McMaster Email: _____ **Phone No.:** _____

Program: _____ **Level:** _____

What special consideration are you seeking? (Please be as specific as possible. Use back of form if additional space is needed.)

Term for Action Requested (Example, Fall 2017): _____

Please list all documentation attached (e.g. medical note) to this form:

Student Signature: _____ **Date:** _____

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.

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Final Decision: Approved Denied

Comments: _____

Director

Date