Arts & Science Program

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artsci.mcmaster.ca

# 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 will be notified in writing (by email) of the decision. Requests related to temporary or permanent disabilities, or for retroactive accommodations related to a disability, are excluded from petitions and must be processed under the [Academic Accommodation of Students with Disabilities](https://secretariat.mcmaster.ca/app/uploads/Academic-Accommodations-Policy.pdf) policy.

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. However, should students believe that a decision may be a violation of their human rights, they may wish to contact the [Equity and Inclusion Office](https://equity.mcmaster.ca/) to identify appropriate avenues of recourse as per the[Policy on Discrimination and Harassment: Prevention & Response](http://www.mcmaster.ca/policy/General/HR/Discrimination_and_Harassment.pdf). 

**Petitions must be submitted in a prompt and timely manner, but no later than July 31 immediately following the Fall/Winter Term or November 15 immediately following the Spring/Summer Term.**

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| **Name:** | **Student No:** |
| **Email:** | **Level:** |

**What special consideration are you seeking?** (Please be as specific as possible. Provide full course details and any additional information you believe necessary to support your petition. You may attach additional sheets, if necessary).

**Term for Action Requested** (e.g., Fall 2023):

# Please list all documentation attached (e.g., McMaster University Medical Form) to this form:

**I understand that the approval of this petition may have significant OSAP implications (depending on the nature of the request).**

**Student Signature:**  **Date:**

The information gathered on this form is collected under the authority of the McMaster University Act, 1976, and according to the University’s Notice of Collection, Use, and Disclosure Statement (<https://secretariat.mcmaster.ca/privacy/notice-of-collection-use-and-disclosure/>).

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| **FOR OFFICE USE ONLY**  Approved  Denied **Date Received:**  **Comments:**  **Authorizing Signature**: **Date:** |