

Committee on Undergraduate Petitions
**Petition for Exemption from
 Academic Regulations or Degree Requirements**

Students are expected to know and complete the degree requirements for their program or department major(s) as well as general University degree requirements and academic regulations. Students may petition for relief from an academic regulation or degree requirement, based on compelling and documentable reasons, through the Committee on Undergraduate Petitions (CUP).

A COMPLETE PETITION PACKAGE MUST INCLUDE:

- Pages 1 and 2 of this form
- A Statement of Grounds letter providing a clear account of why you are pursuing this petition (a formal letter addressed to the Committee on Undergraduate Petitions, written by the petitioning student)
- Supporting documentation of medical or personal circumstances (as applicable)

Please review these requirements with your Academic Advisor who will then submit your petition to the Office of the Registrar.

Name: _____	Student No.: _____
What specific degree requirement(s) or academic regulation(s) are you petitioning? <i>I verify that the information contained in this petition package is complete and valid, and that I have considered all relevant aspects of an exemption to the academic regulations and/or degree requirements. I also acknowledge that 'submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines' is considered to be Cheating under the University's policy on Academic Integrity, and that offences will be dealt with by following procedures set out in the University's Academic Integrity Policy.</i>	
Student signature: _____ Date: _____	
Advisor Verification I verify that the information contained in this petition package reflects my discussions with the student regarding his/her petition. Comments: _____	
Advisor signature: _____ Date: _____	
For Office Use Only <input type="checkbox"/> Granted <input type="checkbox"/> Denied <input type="checkbox"/> Deferred Date: _____ Chair Signature: _____ Comments: _____	
<i>The information on this form is collected under the authority of the Trent University Act, 1963 and is needed to document your petition request. The information will be used to officially record your petition request and to update your academic record if your petition is granted. If you have any questions about the collection, use or disclosure of this information by the University, please contact the University Registrar, Office of the Registrar, Blackburn Hall, 705-748-1215, registrar@trentu.ca.</i>	

Petition for Exemption from Academic Regulations or Degree Requirements

Name:

Student No.:

STATEMENT OF GROUNDS LETTER

The Statement of Grounds letter is a formal account of why you are pursuing this petition. It will follow this page in your petition package. When writing your letter, please be clear and provide as many specific details as you can, while considering the following questions:

- How does your petition relate to your program of studies? (Detail number of courses completed and when you intend to graduate)
- Why can you not complete the requirement?
- Do you have faculty support in this request? (Please include letter of support)
- What alternatives are you considering in the event that your petition is not approved? How would this outcome cause you undue hardship?