

Approved by Senate, May 1999

STUDENTS' RESPONSIBILITIES IN THE PETITION/APPEAL PROCESSES

The University has established regulations, procedures and deadlines through its legislative bodies to which students must adhere. Students are expected to monitor their progress in courses, taking into account their personal and academic circumstances, and to make the necessary adjustments to their workload to meet the requirements and deadlines. The University recognizes, however, that specific circumstances may justify waiving the regulations/requirements/deadlines on an individual basis. Requests for a waiver of a regulation/requirement/deadline are initiated by a petition.

Students opting to initiate a petition should be assured that confidentiality is a hallmark of this process and information submitted in support of their petition/appeal will not be used for any other purpose.

While it is the University's responsibility to provide students with proper information, guidance and advice, **it is incumbent upon students to:**

- ◆ be aware of and adhere to all Faculty and Programme regulations, requirements and published deadlines;
- ◆ familiarize themselves with their Faculty's written petition/appeal procedures and make requests in a timely fashion;
- ◆ provide all documentation to support their petition/appeal and to do so in a timely fashion;
- ◆ indicate and document all their relevant circumstances upon submitting their petition in the first instance.