

Petitions:

COMPANION DOCUMENT FOR DISABILITY-RELATED PETITIONS AT
THE UNIVERSITY OF TORONTO SCARBOROUGH



Contents

Overview	2
Getting Help with your Petition	2
Petition Specific Information	2
Personal statement.....	3
Deadline to submit petition	3
Consent	4
Supporting documents.....	4
Work progress for extensions on assignments.....	5
Petition decisions	5
Appeals process	5
Cancel a petition	5

Overview

Before petitioning review the policies and procedures relating to petitions on the [Registrar's Website](#).

If the reason for your petition is **not** disability-related (e.g., cold/flu, death of a family member), please go directly to [eService](#) to submit your petition and gather the relevant documentation required to support your petition or use the [Absence Declaration Tool](#)

*Please note, your Disability Consultant cannot comment on a petition that is unrelated to your disability.

Getting Help with your Petition

If you are submitting a petition for disability-related reasons, please [contact AccessAbility](#) to book an appointment with your Disability Consultant as soon as you experience a new occurrence that interferes with your academic obligations to discuss which supporting documents you should submit.

If you submitted the petition for disability-related reasons *before* connecting with AccessAbility Services, please email your Disability Consultant with the petition number and a copy of the petition statement. Your Disability Consultant, or representative of the service, may need to contact you for further information.

If you are not registered with AccessAbility and your academics are being impacted due to your disability, we encourage you [register with the service](#) to discuss the impacts you are experiencing, your petition and to create a support and service plan.

Petition Specific Information

Once you log into [eService](#) to submit your petition, select "Submit New Petition"

You will need to verify the [type of petition](#) it is.

Types include but are not limited to:

- Write a deferred exam
- Submit work after course deadline
- Drop course after the academic deadline (WDR - withdrawal)
- Defer academic suspension

You must submit separate petitions for different categories of requests even if it is related to the same course. E.g. if you need to request an extension on an assignment after the term and also defer a final exam for the same course, you must submit these as **separate** petitions.

Personal statement

The personal statement can be written in point form and should be broken down chronologically.

When writing the reason, you are petitioning, you may elect to start off with:

I am making the request to (provide type of petition here) on the grounds of. . .

- Briefly indicate the disability-related **impacts** resulting in the need to petition (e.g. low motivation, hospitalization, flare of medical condition causing pain, severe fatigue, significant difficulty with daily activities including eating and sleeping, need to reduce screen time, etc.). You are **not** required to disclose your specific diagnosis or disability condition.
- For ‘Submit work after course deadline’ petitions, you will need to include the original due date, any extensions you may have received within the term, and a proposed plan for completion, including a new deadline.
- Where appropriate, indicate what supports you have put in place to support your success moving forward. e.g., you have or plan to reduce your course load next term to balance your wellness and academics; you have now registered with AccessAbility Services for accommodations; you will meet with your Disability Consultant to update your accommodation plan; you will meet with an Academic Advisor; you have follow up appointments scheduled with your health care practitioner to determine how to transition back to school while minimizing risk of a flare up of your disability-related impacts.

Deadline to submit petition

Check the deadline to submit the petition (this will vary depending on the type of petition you are submitting. Not all petitions have a specific deadline however all petitions should be submitted as soon as possible).

Deferred Final Exam Deadline: You must petition and submit supporting documentation **within 5 business days** of a missed final exam unless you were unable to do so for exceptional disability-related reasons such as hospitalization. If the petition is submitted past the deadline, you must indicate the reason you missed the deadline and provide documentation to support your petition request.

As per the [Ontario Human Rights Commission \(2018\)](#) we recognize “Depending on the nature of a disability, a student may not be able to request accommodation in a timely way. For example, some types of mental health disabilities may leave a student unable to identify that they have a disability or that they have accommodation needs. A student may be experiencing a disruption in their functioning but may not be able to follow the institution’s process for arranging accommodation. A student may not have prior warning that they will have accommodation needs, or they may find themselves in a situation where they are experiencing disability-related symptoms for the first time...Students should communicate their needs to the institution as soon as they are able, and be prepared to provide documentation to support their request for accommodation.”

Consent

If the petition is related to your disability, indicate if you give permission for the person(s) making the decision on the petition to speak with your Disability Consultant. The statement on eservice is as follows:

“If you are petitioning due to a disability related matter, and are registered with *AccessAbility* Services, please complete this section. If you have not already done so, please contact your Disability Consultant to discuss this petition.

- I am currently registered with *AccessAbility* Services.
- I am petitioning for a disability related reason.
- I give permission to speak with my Disability Consultant about this petition and my disability related needs.”

Disability Consultant's Name: _____ (drop down list)

Supporting documents

Types of documents:

Review the types of [supporting documents](#) required for a petition. Include documents that are relevant to your request.

If your current illness or injury is directly related to your registered disability with *AccessAbility* Services, you may not need to obtain additional documentation. Please contact your Disability Consultant as soon as you experience a new occurrence that interferes with your academic obligations to discuss whether you will need additional documentation. For example, if the service has documentation on file that you have a seizure disorder, you may not need to provide additional documents that you experienced a seizure on the day of a missed exam.

Disability-related documents may include:

- [Verification of Illness](#)
- A letter from *AccessAbility* Services. Please speak with your Disability Consultant if you are **requesting documentation/a letter from *AccessAbility* Services**
- Updated *AccessAbility* Services [medical certificate](#)
- Declare absence using the ACORN [Absence Declaration Tool](#)

Submission of document(s)

Submit documents by the [deadline](#) provided on the Registrar’s website.

Disability-related documents can be submitted directly to *AccessAbility* Services through the documentation upload portal in [myAIMS](#). *AccessAbility* Services will inform the Registrar’s Office if appropriate medical was received. Your request may not be processed until appropriate documentation is on file.

Work progress for extensions on assignments

If you are petitioning to submit term work after the course has ended, you are expected to be **working on the assignment while you wait for a decision** to be made on your petition. **Do not** wait for approval, and then begin working on your missed term work. Should your petition be granted close to the deadline you proposed in your petition, you could be asked to submit the work on short notice.

If the work is completed and the Registrar's Office has not made a decision by the date you indicated you will submit the work, you should email your work to your professor and copy your Disability Consultant indicating you are awaiting the decision on your petition to submit term work. Please also email the Registrar's Office at askro.utsc@utoronto.ca to indicate the work has been submitted, including the petition #, course code, and date you submitted the work.

Petition decisions

All updates regarding your petition status will be available for you on [eService](#) by viewing your messages in the inbox. The message you receive contains important information, as well as any additional steps that you are required to complete. It is important you check the inbox on eService regularly for updates. You **will not** receive an email to your student email account in regards to your petition.

Your Disability Consultant will be copied on the petition decision if you provided their name in your petition.

Deferred exam fee will be waived for students registered with AccessAbility Services and the reason for deferral request is disability-related.

For details on petition decisions, see the [Registrar's Office website](#).

Appeals process

If your petition is refused, you have the opportunity to [appeal the decision](#). We encourage you to speak to your Disability Consultant if you are appealing on disability-related grounds.

Cancel a petition

To cancel a petition that you have already submitted, but not received a decision on, please write to: askro.utsc@utoronto.ca. Ensure that you include your name, student number and petition number (PT12345).