

This form is supplied for your personal use to ensure that all required supporting documentation is submitted to the Academic Awards, Appeals and Petitions Committee (AAAPC) with your Academic Petition. It is **your responsibility** to ensure all necessary documentation to support your Academic Petition is received in the Registrar's Office within one month of filing your petition or it will be cancelled.

A petition is not appropriate for coursework issues within the term, course content concerns, grade appeals, or fee refund requests. Use one petition for each type of request or circumstance. **Incomplete petitions will not be accepted.**

Guidelines for Academic Petitions

A petition is a request that you be granted an exception to an academic regulation with which all students must comply. It will be considered when your situation meets each of these conditions:

1. It was beyond your control;
2. It could not reasonably have been anticipated or overcome; **and**
3. It has seriously affected your studies.

AAAPC decisions are final and may not be appealed.

Documentation

1. The Academic Petition Form must accompany all academic petition requests. All student information must be included.
2. Petitions concerning Counselling and Student Accessibility Services, medical services, late registration or late withdrawal must have the associated form completed and submitted.
3. Admission or readmission petitions (after one year of absence from Nipissing University) must include an Application for Admission.

Note: RPN to BScN Bridging (Blended Delivery) Program applicants for Fall 2021 who have previously been unsuccessful (or asked to withdraw) from a BScN program within the last 5 years will be required to submit a Release of Information form granting the institution where they were registered in a BScN program to release any misconduct and/or clinical performance information to Nipissing.

4. Due to Covid-19, the recommended method to submit your petition and supporting documentation is by e-mail to petitions@nipissingu.ca. Please refer to the website for submission deadline dates. Ensure the appellant's full name and student number is included in the correspondence.

Notification

Following the AAAPC meeting, students are notified through their Nipissing University e-mail address to check the status of their petition on WebAdvisor under "Communication" and "Other Correspondence". Select desired item and click on "Submit" to view the petition request and decision. Please allow up to two weeks for your petition result to be processed.

Documents to be submitted with Petition	Included	Not Applicable	To Follow
Academic Petition Form (mandatory)	<input type="checkbox"/>		
Personal Letter (mandatory)	<input type="checkbox"/>		
Attending Physician's Statement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counselling & Student Accessibility Services Form (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late Registration Form signed by course instructor (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late Withdrawal Form signed by course instructor (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RPN-BScN Bridging Program Release of Information (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Documentation			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THIS FORM IS FOR YOUR PERSONAL USE ONLY – DO NOT SUBMIT WITH YOUR PETITION