

Committee on Undergraduate Petitions

Petition of Academic Suspension Regulations

Students are suspended from the University for a year if their cumulative average is less than 50%, or if they are on probation and their sessional or cumulative average is less than 50%.

Students must complete this form in partnership with their Academic Advisor.

A COMPLETE PETITION PACKAGE MUST INCLUDE:

- Pages 1, 2 and 3 of this form and the Fresh Start Program Agreement if applicable (page 4 and 5)
- A Statement of Grounds letter providing a clear account of why you believe the suspension should be lifted (a formal letter written by the petitioning student addressed to the Committee on Undergraduate Petitions)
- 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.:		
Appealing suspension from:	☐ Fall/Winter Session	☐ Summer Session		
OPTION FOR FRESH START PROGRAM If your petition is successful and you have applied for and been admitted to the Fresh Start Program, your academic standing will be changed to Conditional Probation. Students in the Fresh Start Program will be permitted to continue their studies at a reduced course load under the supervision of their Academic Advisor. Students may enrol in the Fresh Start Program one time only. Be prepared to discuss this option when you meet with your Advisor.				
Will you be applying for the Fresh Start Program? ☐ Yes ☐ No				
I verify that the information contained in this petition package is complete and valid, and that I have discussed all aspects of my situation with my Academic Advisor. 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.				
Student signature:		Date:		
Advisor Verification				
I verify that the information copetition. Comments:	ntained in this petition pacl	kage reflects my discussions with the student regarding his/her		
Advisor signature:		Date:		
For Office Use Only				
Granted	☐ Denied	☐ Deferred		
Date:	Chair Sig	gnature:		
Comments:				
The information on this form is	s collected under the autho	ority of the Trent University Act, 1963 and is needed to document		
your petition request. The information record if your petition is granted	ormation will be used to offi ed. If you have any question	icially record your petition request and to update your academic ons about the collection, use or disclosure of this information by Office of the Registrar, Blackburn Hall, 705-748-1215,		



Name:	Student No.:

STATEMENT OF GROUNDS LETTER

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h S seri		stions below will assist you in preparing your letter.	
1.	List up to	o five contributing factors this past year that led to your academic difficulties.	
	a.		
	b.		
	C.		
	d.		
2.		etition is for a suspension after the Fall/Winter session, an email was sent to you in January a	bout your mic
2.	If this per year man		
	If this per year man	etition is for a suspension after the Fall/Winter session, an email was sent to you in January a rks. What action did you take after receiving that letter? take any steps to remedy the academic difficulties you encountered during the last academic	
	If this per year man Did you t yes, list u	etition is for a suspension after the Fall/Winter session, an email was sent to you in January a rks. What action did you take after receiving that letter? take any steps to remedy the academic difficulties you encountered during the last academic up to five steps.	
	If this per year man Did you t yes, list u	etition is for a suspension after the Fall/Winter session, an email was sent to you in January a rks. What action did you take after receiving that letter? take any steps to remedy the academic difficulties you encountered during the last academic up to five steps.	
	If this per year man	etition is for a suspension after the Fall/Winter session, an email was sent to you in January a rks. What action did you take after receiving that letter? take any steps to remedy the academic difficulties you encountered during the last academic up to five steps.	

4. When did you first contact your Advisor about your academic difficulties? Please summarize any email, in-person or telephone conversations.



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d		
e		
uccessful on	nitted to return to the University, what strategies will you use to make your next academ e?	nic ye
a.	e?	nic ye
ab.	e?	nic ye
a b c	e?	nic ye

5. If you are permitted to return to the University, what sources of help will you use to make your next academic year



Fresh Start Application & Agreement

Students must complete this form in partnership with their Academic Advisor.

N	Name:	Student No.:	
	he Fresh Start program assists suspended students who wish ssist you to do the following:	n to return to their studies witl	hout a break. It is designed to
	 Create goals Develop an educational plan for successfully achie Strengthen your communication, decision-making Use university resources and services to assist your power of the skills and commitment needed to see Reflect on the relationship between your university academic, career, and personal goals 	, and problem-solving skills ou in achieving your academic k out opportunities for lifelon	g learning
	t the end of the Fresh Start Program you will you will have cre ocuments your learning and your achievements.	eated a portfolio that logs the	steps you have taken, and
col	OURSE LOAD		
	tudents on Fresh Start are limited to a MAXIMUM of 4.0 crediredits per term. Fewer than 4.0 credits may be recommended		
1.	Student may continue as a Full-time student] Part-time student	
2.	During the Fall/Winter academic session, you may regis	ster in a maximum of	credits and in a maximum of
	credits per term.		
cou	lease note that grades will be assessed by academic advourse load reduction will be necessary. If the fall term avents and the course load will be discussed in the Janua	erage is above 70% a cours	
REC	EQUIRED MEETINGS WITH ACADEMIC ADVISOR		
	he student will maintain core.g., weekly, monthly)	ntact with	
Aca	cademic Advisor's e-mail:	Telephone: _	

The Fresh Start program requires regular meetings with an academic advisor. You will be required to book and attend the following 10 required Fresh Start meetings with your academic advisor.

- Petition discussion meeting (May or June for Winter ASUP, August for Summer ASUP)
- Course registration meeting (June or July for Winter ASUP, August for Summer ASUP)
- Goal setting (September)
- Making the most of reading break (October)
- Drop deadline check-in (November)
- Exam check-in (December)
- Fall term review meeting (January)
- Planning for future terms (February)
- Drop deadline check-in (March)
- Year in review meeting (April)



OTHER REQUIREMENTS

The Fresh Start Program also requires you to book and at	ttend meetings with the following support services on campus:
☐ Academic Skills Assessment Meeting (September)	
☐ Academic Skills Time Management Meeting	
☐ Academic Skills (regular monthly meetings)	
☐ Career counselling (minimum 2 meetings)	
☐ Health Services	
Student Accessibility Services	
☐ Counselling Services	
☐ Other:	
☐ Other:	
The Advisor will work with the student to establish rearesponsible for her or his own progress and success.	alistic goals and objectives and will encourage the student to be
Please refer to the University Academic Calendar for curre	ent regulations concerning academic assessment.
	tion in the Fresh Start Program as outlined in this agreement. I y exempt me from the usual practices of the University in assessing
Student Signature:	Date:
Advisor Signature:	Date:

The information on this form is collected under the authority of the Trent University Act, 1963 and is needed to establish the terms and conditions of your participation in the Fresh Start Program and your agreement to these terms and conditions. The information will be used to record your agreement to the terms and conditions of your participation in the Program and will be used in the evaluation of your success in the Program. 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.