PETITION FORM INSTRUCTIONS
FOR MATH MAJORS

What is it?  This is a form used when recommended by an advisor.

What is the process?
1. Talk to a Math Advisor.  See if you need to petition.
2. Think carefully about your desired outcome.
3. Complete the form and return to the advisor.  The advisor will try to improve your petition, so listen carefully to them.
4. When the form is complete have the advisor sign it.  They typically sign “no recommendation” as it is S&P (Standings and Promotions) which makes the decision.
5. Take the form to the Registrar’s Office in Needles Hall, 2nd floor.


What are the results?
After you submit your petition there are three possible outcomes:
1. Granted, the committee agrees with your petition.
2. Not Granted, the committee disagrees with your petition.
3. Deferred - Meaning you provided insufficient evidence.
4. Not Granted as requested - Something between yes and no.

When will I find out about my results?  Results are typically posted about one week after the meeting date via email.

How can I improve the chances of success?
The best way to improve your results is to complete the form carefully and to submit as much supporting documentation as possible.  Remember, you do NOT get to go to committee — so all they see is what you put on this form.

Helpful Hints:
1. If your petition is due to a mental or physical illness.
   a. The committee will want PROOF that you had an issue.  This could include doctors’ letters etc.
   b. They need to believe that the illness would cause your grades to drop.
   c. They want a plan of action should you experience these problems again.  What would you do differently if you could go back in time?
   d. They need to ascertain that you are better.  This is often called a “Fitness to Return to Studies” letter.
   e. See #2 for more suggestions.
2. If you are requesting a non degree term to transfer to another faculty:
   a. Please consult with an advisor from the appropriate faculty first, and complete an internal transfer form identifying course choices and obtaining an advisor’s signature.
   b. Complete the petition form, indicating your reasons for transfer and the steps you have taken and will take to ensure you succeed in your new faculty.
   c. A math advising signature is NOT required.
d. Submit the **petition** and the **internal transfer form** to the Registrar’s Office, at least one month prior to the start of the next term.

**Note:** If you are transferring to ARTS, please see: [http://arts.uwaterloo.ca/arts/ugrad/internal_transfer.html](http://arts.uwaterloo.ca/arts/ugrad/internal_transfer.html)

3. If your petition is for something else:
   a. You need **PROOF**. It is harder for the committee to grant your request if there is no evidence.
   b. Clearly explain your dates. i.e. If your petition is in regards to an illness that affected you during exams, your doctors notes should support this argument.
   c. Get letters of support, where relevant, from instructors.
   d. Talk to your advisor and listen to them.