

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: <input type="checkbox"/> Fall/Winter Session <input type="checkbox"/> Summer Session	
<p>OPTION FOR FRESH START PROGRAM</p> <p>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.</p> <p>Will you be applying for the Fresh Start Program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>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.</i></p>	
Student signature: _____ Date: _____	
<p>Advisor Verification</p> <p>I verify that the information contained in this petition package reflects my discussions with the student regarding his/her petition.</p> <p>Comments:</p> 	
Advisor signature: _____ Date: _____	
<p>For Office Use Only</p> <p><input type="checkbox"/> Granted <input type="checkbox"/> Denied <input type="checkbox"/> Deferred</p> <p>Date: _____ Chair Signature: _____</p> <p>Comments:</p> 	
<p><i>The information on this form is collected under the authority of the Trent University Act, 1963 and is needed to document your petition request. The information will be used to officially record your petition request and to update your academic record if your petition is granted. 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.</i></p>	

Name:	Student No.:
-------	--------------

STATEMENT OF GROUNDS LETTER

The Statement of Grounds letter is a formal account of why you are pursuing this petition. It will follow page 5 of your petition package. When writing your letter, please be clear and provide as many specific details as you can. If you are eligible for Fresh Start but not applying please explain why in your statement of grounds letter.

The series of questions below will assist you in preparing your letter.

1. List up to five contributing factors this past year that led to your academic difficulties.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

2. If this petition is for a suspension after the Fall/Winter session, an email was sent to you in January about your mid-year marks. What action did you take after receiving that letter?

3. Did you take any steps to remedy the academic difficulties you encountered during the last academic session? If yes, list up to five steps.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

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

Petition of Academic Suspension Regulations

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

a. _____

b. _____

c. _____

d. _____

e. _____

6. If you are permitted to return to the University, what strategies will you use to make your next academic year a successful one?

a. _____

b. _____

c. _____

d. _____

e. _____

Fresh Start Application & Agreement

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

Name:	Student No.:
-------	--------------

The Fresh Start program assists suspended students who wish to return to their studies without a break. It is designed to assist you to do the following:

- Create goals
- Develop an educational plan for successfully achieving your goals
- Strengthen your communication, decision-making, and problem-solving skills
- Use university resources and services to assist you in achieving your academic, personal, and career goals
- Develop the skills and commitment needed to seek out opportunities for lifelong learning
- Reflect on the relationship between your university experiences, both curricular and co-curricular, and your academic, career, and personal goals

At the end of the Fresh Start Program you will you will have created a portfolio that logs the steps you have taken, and documents your learning and your achievements.

COURSE LOAD

Students on Fresh Start are limited to a MAXIMUM of 4.0 credits for the Fall/Winter academic session, with no more than 2.0 credits per term. Fewer than 4.0 credits may be recommended depending on individual circumstances.

1. Student may continue as a Full-time student Part-time student
2. During the Fall/Winter academic session, you may register in a maximum of _____ credits and in a maximum of _____ credits per term.

Please note that grades will be assessed by academic advisors in January. If the fall term average is below 50%, a course load reduction will be necessary. If the fall term average is above 70% a course load increase is an option. Any changes to course load will be discussed in the January Fresh Start meeting.

REQUIRED MEETINGS WITH ACADEMIC ADVISOR

The student will maintain _____ contact with _____
(e.g., weekly, monthly)

Academic 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 attend 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 realistic goals and objectives and will encourage the student to be responsible for her or his own progress and success.

Please refer to the University Academic Calendar for current regulations concerning academic assessment.

I have read and agree to all the conditions of my participation in the Fresh Start Program as outlined in this agreement. I understand that participation in this program will in no way exempt me from the usual practices of the University in assessing tuition fees and refunds.

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.