

## **Petitions Eligible for Administrative Approval**

The Petitions and Appeals Officer, upon receiving a petition, identifies whether the matter can be decided upon administratively or needs to be referred to SAC. An administrator within Student Services, or higher, may approve any of the following petitions, provided all criteria outlined below are met. Petitions may not be rejected administratively. Instead, they are forwarded to the Student Affairs Committee.

Note: In line with Schulich and York customs and procedures, apart from the specific administrative decisions outlined below, any course instructor (or higher) or program director (or higher) has the right to waive prerequisites for a particular student for the course(s) under their jurisdiction. A degree program director, diploma/certificate coordinator (or higher) or functional/non-functional area coordinator may also allow for ad-hoc course substitutions that count towards the fulfillment of program or diploma/certificate or specialization requirements, respectively. Any permanent changes to courses or programs must be approved through the appropriate committees.

### **1. Masters Programs**

#### MBA: Status change between full-time and part-time

- No later than two weeks past the status change deadline (the deadline is typically a few days before the term starts)
- Documented rationale

#### MBA: Waiver of prerequisites to take MGMT 5150, MGMT 5260 concurrently\*

- Full-time student with 12.00 + credits of Advanced standing or Waiver
- OR
- Full-time student who missed Launch Week & defers MGMT 5150 to the following term in which both courses are offered

#### MBA: Waiver of prerequisite for MGMT 5260\*

(Student allowed to take MGMT 5260 prior to MGMT 5150 to make study schedule feasible)

- MBA/JD student with a Summer start

#### MBA: Waiver of prerequisites for SGMT 6000\*

(Student allowed to take SGMT 6000 in term 2 of program to facilitate study schedule and/or continuous enrolment)

- Student's study plan requires SGMT 6000 to be taken before term 3 due to advanced standing / waiver with replacement credits

- Student has completed FINE 5200, advanced standing/waiver for FINE 5200, or other finance qualification (e.g., CFA level 1 or higher).

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MBA: Waiver of prerequisites to take SGMT 6000 in term 2 of program

- Student is enrolled full-time
- Student has applied for exchange term in the following academic year

(Note: students are de-enrolled from SGMT 6000 if they cancel their exchange application)

MBA: Exceptional schedule for MGMT 6090 and MGMT 6100 – EXCHANGE

(Student allowed to start MGMT 6100 in Summer and defer enrolment in MGMT 6090 to Fall to not disadvantage students going on exchange and financially penalize them; please also see waiver of prerequisites, above)

- Student is enrolled full-time
- Student has applied for Winter exchange term
- Name vetted with 601 office

MBA: Exceptional schedule for MGMT 6090 and MGMT 6100 – PART-TIME STUDENTS

(Student allowed to start MGMT 6090 (and MGMT 6100 in same or following term) before having completed at least four 6000-series courses)

- Student is enrolled part-time
- Student has completed or is enrolled in SGMT 6000
- Student has completed all 5000-level courses and 2 or 3 electives
- Student faces extenuating circumstances in life (e.g., significant work commitments, marriage, baby, relocation) or academics (e.g., difficult schedule, such as CMA)

MBA: Exceptional schedule for MGMT 6090 and MGMT 6100 – VISA STUDENTS

(To allow visa students with advanced standing/waivers for core courses to maintain continuous registration and ensure they do not complete MGMT 6100 when not enrolled)

- Visa student
- Advanced standing/waivers necessitate restructuring of the study plan and move MGMT 6100 forward
- Supported by 601 director
- Supported by SSIR International Relations

MBA/IMBA: Waiver of pre-requisite for ACTG 6400

- Student's schedule necessitates the waiver

## **2. Undergraduate Programs**

### Petition for waiver of required withdrawal

- The student's GPA is 5.00 or higher
- The student has at most 6.00 credits of failed courses
- The student has submitted a feasible revised study plan

### Petition for summer course overload (up to 9.00 credits total)

- If the additional course load is required to offset past or future (foreseeable) reductions in required credits (e.g., to compensate for a failed course)

OR

- Student requires a documented accommodation for a disability that can be addressed with a higher Summer course load

### Course substitution – SGMT 3000 instead of INTL 4400 (iBBA)

- Taking INTL 4400 impossible due to exchange or difficult due to need to take specialization courses

### Minor Study Plan adjustment

(Take FINE 2000 in year 2 rather than year 3)

- Delayed entry student
- Demonstrated need to pre-pone FINE 2000 to facilitate specialization

OR

(Permission to take a reduced course load of 9.00 credits per term)

- Student is in 3rd or 4th year of studies
- Demonstrated need (i.e., documented medical or personal reasons)
- Ability to complete the required 30 credits/year before the start of the upcoming Fall semester

## **3. Masters and Undergraduate Programs**

### Course adds after last date to enrol with permission

- Request form completed
- Support from course instructor available
- Submitted by the published Course Drop Date

Late withdrawal from course on grounds of non-participation in course

- The student has not previously petitioned on same grounds, or received prior written warning concerning withdrawal deadline
- The instructor confirms that the student never attended the course or submitted assignments
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Leave of absence

- The student is in good standing
- No prior leaves of absence
- Demonstrated need (with supporting documentation for maternity leave, parental leave, medical or compassionate leave, work demands, financial constraints)
- No more than 2 consecutive terms (3 for MBA or 3-term programs) OR up to 4 terms for Korean military service