

- Publicize My Course Materials
- BC Feedback - My Department Sections
- BC Feedback - My Section Status
- Facilities Work Requests
- BC Parking Permits
- Housing Search
- Faculty Elections
- Advisement Applications
- Grade Changes
- Academic Applications
- ePetitions**
- Academic Forms

Petitions for Review:

Name: JANE SMITH
S11-12345: COURSE SUBSTITUTION
Started: 12.31 AM 23 February 2011
Submitted: 03.42 PM 23 February 2011
Last Edited: 10.10 AM 28 February 201

Status: Pending Faculty Response

Options:

View

Comment

Request
Student
Meeting

Decline

Refer

Older Petitions:

Name: JUSTIN THYME
F09-01234: COURSE OVERLOAD
Started: 01.32 PM 21 September 2011
Submitted: 10.12 AM 23 September 2011
Last Edited: 10.12 AM 23 September 2011

Status: Approved

Options:

View

Click here to
view the
[petition process](#)
from the
student
perspective.

**This is the student advisor
and regular faculty view.**

[For status options, see 'student
view proposal'.]

Each option has its own template.
These are detailed below on the
following slide numbers:

- 3 Comment
- 4 Request Student Meeting
- 5 Decline
- 6 Refer

Name: JANE SMITH
S11-12345: COURSE SUBSTITUTION
Started: 12.31 AM 23 February 2011
Submitted: 03.42 PM 23 February 2011
Last Edited: 10.10 AM 28 February 2011

The student did NOT
waive the right to view
this information.

Please tick all that apply:

I have reviewed the petition and accompanying documentation.

The student contacted me separately about this petition.

This petition was made expressly at my recommendation.

I fully support this petition. I do not object to this petition.

I have certain reservations about this petition:

What personal knowledge do you have, if any, of the student's exceptional circumstance?

The academic justification for this petition is based on:

You may also upload additional documentation:

Browse

SUBMIT

**This is the student advisor
and regular faculty view.**

Name: JANE SMITH
S11-12345: COURSE SUBSTITUTION
Started: 12.31 AM 23 February 2011
Submitted: 03.42 PM 23 February 2011
Last Edited: 10.10 AM 28 February 2011

The student did NOT
waive the right to view
this information.

Please modify the following email as appropriate:

Subject: Meeting and/or additional information requested

Dear JANE SMITH,

I have receive your request for me to comment on your COURSE
SUBSTITUTION petition. In order to do so, I need to speak to you in
person. My office hours are _____.

It would be helpful to have the following information:

Sincerely, Prof. Shmoe

A copy of this email will be sent to CAASS and added to
the student's petition file.

SEND

**This is the student advisor
and regular faculty view.**

Name: JANE SMITH
S11-12345: COURSE SUBSTITUTION
Started: 12.31 AM 23 February 2011
Submitted: 03.42 PM 23 February 2011
Last Edited: 10.10 AM 28 February 2011

The student did NOT
waive the right to view
this information.

Please tick all that apply:

I have reviewed the petition and accompanying documentation.

I have no personal knowledge related to this case.

I do not object to this petition.

I am opposed to approval of this petition:

DECLINE

**This is the student advisor
and regular faculty view.**

Name: JANE SMITH
S11-12345: COURSE SUBSTITUTION
Started: 12.31 AM 23 February 2011
Submitted: 03.42 PM 23 February 2011
Last Edited: 10.10 AM 28 February 2011

The student did NOT
waive the right to view
this information.

Please tick all that apply:

I have reviewed the petition and accompanying documentation.

I have no personal knowledge related to this case.

I do not object to this petition.

The following individuals may be better placed to provide information on this case:

CAASS with solicit permission from the student to contact the individuals you named. Regardless, your referral will be added to the student's petition file.

REFER

**This is the student advisor
and regular faculty view.**

Petitions for Review:

Name: JANE SMITH
S11-12345: COURSE SUBSTITUTION
Started: 12.31 AM 23 February 2011
Submitted: 03.42 PM 23 February 2011
Last Edited: 10.10 AM 28 February 2011
Status: Pending Faculty Response

Faculty solicited for comments: Joe Shmoe, aris@yahoo.com

Options:

View

Comment

Request
Student
Meeting

Decline

Refer

Older Petitions:

Name: JUSTIN THYME
F09-01234: COURSE OVERLOAD
Started: 01.32 PM 21 September 2011
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Status: Approved

Options:

View

Click here to
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[petition process](#)
from the
student
perspective.

REPORTS

This is the chair's view.

[For status options, see 'student view proposal'.]

All the faculty options are available to the chair as well, see slides 3-6 for details.

The reports function would allow the chair to group petitions by

Type
Faculty
???