

Students: It is your responsibility to have this form completed by the course instructor for each course for which special consideration is being requested. In special circumstances, the Chair of the Department or Program may complete the form on behalf of the course instructor. **YOUR PETITION WILL NOT BE CONSIDERED WITHOUT THIS COMPLETED FORM.**

Name:	Student No.:
Course code / session:	Instructor:

**Instructions for Faculty:**

This form is required for all late withdrawal petitions. It is one of several factors that CUP considers to determine whether a late withdrawal will be granted. Please be aware that students are permitted to see all materials pertaining to their petition, whether included on this form or sent separately. While students are encouraged to discuss their circumstances with their course instructors, students have the right to confidentiality and are not obliged to discuss the grounds of a petition with course instructors.

You may return this form to the student or directly to the academic advisor involved. If you are returning the form via email (preferred) to an advisor you may type your name in lieu of a signature. Hard copies should be addressed to the advisor and sent through internal mail.

Did the student attend classes regularly?  UNSURE  YES  NO

Did you grant any extensions or re-weight any assignments? If so, please outline any accommodations you made in the comments section below, including accommodations extended to the entire class.

Comments:

Course Information: Please complete the table below, providing as much information, including relevant dates, as possible. This information is essential for the Committee to confirm the time and/or sequence of events described in the petition.

*NURSING PROGRAM NOTE: If this form is being completed for a Nursing practice course, an additional note must be attached to the petition listing the location and all dates the student was in practice.*

Type of graded assignment or work	Grade earned on assignment or work	% weighting of assignment toward final course grade	Date assignment(s) due	Date grade available to student	Was work received?
For example, if a student received 7/10 on a component, and it was worth 20% of the overall grade, mark 70% in column 2 and 20% in column 3					

Total grade earned by this student:        /100

Did the student receive 25% of the final grade by the deadline to withdraw?  YES  NO

Course Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The information on this form is collected under the authority of the Trent University Act, 1963 and is needed to collect information about your performance in the specified course for the purpose of evaluating your petition. The information will be considered in the decision to grant, deny or defer your petition. 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.*