

Committee on Undergraduate Petitions (CUP)

**PETITION FOR LATE WITHDRAWAL –**

**Fall/Winter 2019-20 Full-course and Winter 2020 Half-course(s) ONLY**

**A late withdrawal may be granted to students who have missed the final date for withdrawal from courses but, for reasons judged to be compelling, have been unable to complete their coursework.** Once a student is registered in a course, a grade will be assigned for that course unless the student withdraws from the course before the deadline for withdrawal. The deadlines for submitting a Petition for Late Withdrawal for Fall/Winter 2019-20 and Winter 2020 course(s) is **November 9, 2020**.

**Due to the outbreak of COVID-19, the university is adopting a streamlined petition process for Fall/Winter 2019-20 full-credit courses and Winter 2020 half-credit courses ONLY. Students are *not* required to submit Course Performance Summary forms as part of this petition. The *Self-Declaration of Extenuating Circumstance* form may be submitted in lieu of supporting documentation.**

If the petition is granted, the course(s) will remain on the transcript with a grade of WDN – Withdrawn.

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| --- | --- | --- |
| Name: | | Student Number: |
| **From which course(s) to you propose to withdraw?** | | |
| *Course Code* | *Section (e.g. Y01)* | *Term*  *(Fall/Winter 2019-20 Full-course or Winter 2020 half-course only)* |
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**Academic Advisor Signature:** \_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **For CUP use only**     |  |  |  | | --- | --- | --- | | Granted | Denied | Deferred |   **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CUP Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Comments:** |
| *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.* |

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**Required Attachments:**

Please attach the following to your petition:

* the Self-Declaration of Extenuating CircumstanceForm or supporting documentation;
* a brief explanation of why you are requesting to withdraw from the course(s) (1-2 paragraphs); and
* a summary of your grades earned to date in the course (eg. screenshots from Blackboard).

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*Please read the following statements carefully and check each box to indicate that you have read and understood.*

**I am submitting this request for late withdrawal and**

I verify that the information contained in this petition package is complete and valid, and that I have considered all relevant aspects of dropping courses after the deadline.

**I verify that I have reviewed the other possible options for course completion that are available to me due to the COVID-19 disruption and that late withdrawal is the option I wish to pursue.**

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 further acknowledge that a successful academic petition does not absolve me of my financial obligations to the University.

I verify that if I am receiving financial assistance through the Canada or Ontario Student Assistance Program (OSAP), or am in receipt of a Trent National Renewable or Prestigious Scholarship that minimum course loads apply for eligibility/renewal and I have made myself aware of these minimums.

I accept that I may become ineligible to receive funding from these sources if my petition for late withdrawal is successful. I also acknowledge this it is my responsibility to notify the Financial Aid Office of any changes to my course load to ensure appropriate updates to my record can be made in a timely manner.

Student Signature       Date