

**Late Withdrawal Regulations:**

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 adding and dropping courses are listed in the Important Dates section of the Academic Calendar.

The petition may be submitted up until the final deadline for late withdrawal 60 days after the start of the following academic term (which includes the summer term). If the petition is granted, the course will remain on the transcript with a grade of WDN - Withdrawn.

**If applicable, please include supporting documentation of medical or personal circumstances.**

Name		Student No.	
From which course(s) do you propose to withdraw?			
Course Code	Section / Location (e.g. Y01, Ptbo)	Term (e.g. Fall 2014)	Final Grade (if known)

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For CUP Use Only</b>	
<input type="checkbox"/> <b>Granted</b>	<input type="checkbox"/> <b>Denied</b>
<input type="checkbox"/> <b>Deferred</b>	
Date: _____	CUP Signature: _____
Comments:	
<p>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.</p>	

### Statement of Grounds Letter

The Statement of Grounds letter, as outlined above, is a one-page formal account of why you are pursuing this petition. When writing your letter, please be clear and provide as many specific details as you can, while considering the following questions:

√	<b>Did I answer the following questions in my one-page letter?</b>
	Why did I not drop the course by the deadline?
	What were the extenuating circumstances that caused me to be unable to complete my coursework?
	Should I have reasonably known that I was not doing well in the course before the deadline to withdraw?
	If I am not requesting to withdraw from all courses in a term, have I explained why only this course(s) was affected?
	What alternatives do I have if my petition is not granted? How would denial of this petition cause me hardship?
	If I am petitioning past the Late Withdrawal deadline listed in the Academic Calendar, have I explained why I wasn't able to meet the deadline?

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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 have read and I accept the Late Withdrawal Regulations on Page 1 of this petition.
- ☐ 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 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 \_\_\_\_\_

## Course Performance Summary

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.

Late withdrawal will not be granted in cases where academic dishonesty is under investigation, or where a transcript notation or grade penalty has been imposed due to academic dishonesty.

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 and SOCIAL WORK PROGRAM NOTE:** If this form is being completed for a Nursing or Social Work 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.*