

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 University Diary/Important Dates in the Academic Calendar. Students may petition for late withdrawal on the grounds of compelling and documentable reasons for having been unable to withdraw from the course by its drop deadline. A request for late withdrawal may be made after the published final date for withdrawal but **normally before the end of the academic session.**

A COMPLETE PETITION PACKAGE MUST INCLUDE:

- Pages 1, 2 and 3 of this form
- A Statement of Grounds letter providing a clear account of why the course was not dropped by the deadline (a formal letter addressed to the Committee on Undergraduate Petitions, written by the petitioning student)
- Supporting documentation of medical or personal circumstances (as applicable)

Please review these requirements with your Academic Advisor who will then submit your petition to the Office of the Registrar.

Name: _____		Student No: _____	
From which course(s) do you propose to withdraw?			
<i>If you are receiving financial assistance through either the Canada or Ontario student loan program, or a National Renewable or Prestigious Scholarship, please ensure you are familiar with the regulations surrounding minimum course loads or renewals for eligibility to receive financial assistance through these programs.</i>			
Course Code	Section/Location (e.g Y01/PTBO)	Term (e.g. Fall 2014)	
<i>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>			
Student signature: _____		Date: _____	
Advisor Verification			
I verify that the information contained in this petition package reflects my discussions with the student regarding his/her petition.			
Comments:			
Advisor signature: _____		Date: _____	
For Office Use Only			
<input type="checkbox"/> Granted <input type="checkbox"/> Denied <input type="checkbox"/> Deferred			
Date: _____		Chair Signature: _____	
Comments:			
<i>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.</i>			

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.