



Late Withdrawal/Deferred Standing Petitions

1. The Petition Submission Deadlines

Deadlines for Late Withdrawal: Senate legislation states that "Normally petitions for late withdrawal from a course will only be considered if they are submitted within **thirty days** of the last day of classes [of the relevant course]. Such petitions may be considered for a period of up to **one year** if they are based on special circumstances."

Deadlines for Deferred Standing: Senate legislation states that "Normally requests for deferred standing must be communicated within **one week** following a missed examination of the last day to submit course work. The period during which the University is officially closed for December holidays is not counted in the determination of deadline days."

2. The Drop Deadline is Important

It is the final day to use the enrolment system to drop a course. If you do not want a final grade in a course, then you must use the enrolment system to drop the course on or before the withdrawal deadline date. You are responsible for the accuracy of your enrolment record, and for the accuracy of any adjustments you make to your record. You should review your courses after every transaction (add, drop, or section change). It is important that you do not remain enrolled beyond the withdrawal deadline in any course for which you are not prepared to receive a final grade.

3. Graded Feedback

Senate legislation states that course directors are expected to provide "graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for 'full year' courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade." Failure of the course director to provide the class with graded feedback prior to the drop deadline is grounds for late withdrawal **ONLY IF** you petition immediately after the required feedback was made available to the class.

4. Extenuating Circumstances

You may have circumstances that you believe justify waiving the drop deadline. You should be aware, however, that you are expected to assess your academic progress in each of your courses, and the impact that your personal, family, medical, financial, or employment circumstances are having on each course, before the withdrawal deadline. If you could have assessed the need to drop a course before the withdrawal deadline, then you must explain why you did not.

5. Deferred Standing

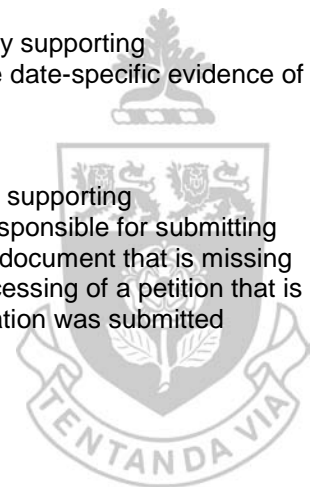
For circumstances arising after the withdrawal deadline, you would normally be expected to arrange deferred standing (more time to complete the outstanding final assignment or final exam). Even if you petition for late withdrawal, the committee may decide that your circumstances warrant deferred standing. Since you would then be subject to the deferred standing application deadline, it is important that you always petition immediately following the development of your circumstances. **Petitions for deferred standing will not be accepted more than 2 weeks after the last day of examinations for the term in question without evidence of circumstances which account for the delay. Petitions for an extension of deferred standing will not be accepted more than 1 week after the date of the missed deferred exam, or the deadline for completion of the deferred term work, without evidence of circumstances which account for the delay.**

6. Document Your Circumstances

Centre for Student Success staff does not solicit supporting documentation. You must submit any supporting documentation that you wish to have considered with your petition. It is very important to provide date-specific evidence of the grounds of your petition.

7. Submission Delays

A student may not delay submitting a petition on the grounds of a delay in obtaining the required supporting documentation or forms. If a supporting document or form is unavailable, the student remains responsible for submitting the petition no later than the deadline, and should include with the petition an explanation of the document that is missing and to follow. The student will be held responsible for the consequences of any delay in the processing of a petition that is a consequence of documentation submitted late, unless the evidence shows that the documentation was submitted through no fault of the student.



8. There Are No Guarantees

The support of your course director or tutorial assistant is helpful, but does NOT guarantee the success of your petition. Council Office staff cannot predict the outcome of your petition. If your course is in progress, you must decide whether or not to continue in the course.

9. Selectivity

Requesting to drop some but not all of your courses in a term or session is being selective, and requires an explanation. Even when your circumstances are otherwise considered compelling, selectivity may be an issue.

10. Didn't Know You Were in the Course

These are considered weak "grounds", since it is a very simple procedure to check on the courses in which you are enrolled.

11. Didn't Know About the Deadline, or How to Drop the Course

Again, these are considered weak "grounds", since the withdrawal procedures and deadlines are published on York's web site.

12. Computer Error

The enrolment system does what you ask it to do, or tells you why it cannot. If you present computer error as grounds, we will review a log that records the time, date, and nature of your transactions, and the system's corresponding messages to you. If the log refutes your grounds, your petition may be refused.

13. Dissatisfied With Your Grade or Its Impact, or No Longer Need or Want the Course

These are not compelling grounds for late withdrawal. The student is responsible for considering such issues and making decisions prior to the drop deadline.

14. A Note on Courses Completed in a Student's First Year of Study

The Faculty of Liberal Arts and Professional Studies recognizes that the transition to York can be difficult, and as a result some students are not able to perform to their potential. Further, students in their first two terms of study at York may not appreciate the importance of published withdrawal deadlines, and may not have the ability to accurately assess their progress in courses, or to exercise good academic judgment.

As such, the Faculty of Liberal Arts and Professional Studies has a policy of special consideration for these students. If you had difficulties in your first two terms of study at York, you may petition to withdraw from the courses in which you did poorly on the basis of transitional difficulties.

Submission of late withdrawal petitions after the one-year deadline must be accompanied by an additional letter outlining why the petition was not submitted on time.

Treat your petition letter like an essay. You should:

State the regulation for which the waiver is requested

- Outline the circumstances impacting your performance
- Address each circumstance in a separate paragraph
- Refer to any supporting documentation included
- Acknowledge responsibility for performance
- Outline the steps you have undertaken to improve performance, and those you will undertake if your petition is granted
- Edit and proof-read the letter for errors and grammar prior to submission

FOR ADDITIONAL INFORMATION ON PETITIONS, PLEASE VISIT:

<http://www.yorku.ca/laps/petitions/>

