

Final Exam/Assignment Deferred Standing Agreement

Check this box if you are registered with Counselling & Disability Services

Student Deadline

It is Senate policy that "normally, requests for deferred standing must be communicated within one week following a missed examination or the last day to submit course work". The period during which the University is officially closed for December holidays and statutory holidays is not counted in the determination of deadline days.

Student Information (please print)

| | | |
|----------------|-----------------------|---------------|
| Student Number | Last Name/Family Name | Given Name(s) |
| Telephone | E-mail | Home Faculty |

Is your record updated? Check your current contact information at currentstudents.yorku.ca/student-personal-information.

Course Information

| Term | Faculty | Subject | Course Number | Section | Tut/Lab |
|------|---------|---------|---------------|---------|---------|
| | | | | | |

Are you requesting a deferred exam? No Yes If yes, provide original date/time of exam _____

Are you requesting additional time to complete outstanding course/practica work? No Yes

If yes, please list outstanding assignment(s) _____

What are the reasons for your deferral request? (Please note, your professor may ask you for documentation in support of your request, e.g. Attending Physician's Statement available at myacademicrecord.students.yorku.ca/deferred-standing#request-deferred-standing)

Course Director* Information

I have approved the request for a deferred final exam to be written by the following date _____

I have approved the request for deferred course work and the submission deadline of _____

I understand that a final grade must be submitted by the deadlines listed on the back of this form:

Course Director's Name _____ Signature _____ Date (dd/mm/yy) _____
 (or designate)

I **WILL NOT** approve the request for deferred standing; the student must formally petition to their home Faculty.

***Only in the event that the course director is absent from campus before the deferred standing deadline can students approach the department Chair, the undergraduate program director (UPD) or the relevant associate dean to act on the course director's behalf on this matter. EXCEPTION: At Osgoode, the assistant dean (Students) completes and signs this section.**

Student: I understand that it is my responsibility to complete the work by the agreed upon deadline as indicated above or the grade on file will be assigned.

| | |
|---------------------|-----------------|
| Student's Signature | Date (dd/mm/yy) |
|---------------------|-----------------|

Students: This agreement is valid when you return the completed original form to the home office offering the course with all appropriate signatures by the application deadline specified below.

Departments: Please forward original form to the Registrar's Office upon receipt in office.

Revised Final Grades Due in Registrar's Office by the Date Specified for Faculties

| Faculty | Fall Courses | Winter and Full Year Courses | Summer Courses |
|--|---|---|---|
| Faculty of Education (non-practicum courses) | April 1 | August 1 | Term S1 - September 1 Term S2/SU - October 1 |
| Faculty of Education (practicum courses) | At the discretion of the course director. | At the discretion of the course director. | At the discretion of the course director. |
| Faculty of Environmental Studies | April 1 | August 1 | Term S1 - September 1 Term S2/SU - October 1 |
| School of the Arts, Media, Performance & Design | April 1 | August 1 | Term S1 - September 1 Term S2/SU - October 1 |
| Glendon College | April 1 | August 1 | Term S1 - September 1 Term S2/SU - October 1 |
| Faculty of Graduate Studies | Consult with the Graduate Program Office or Office of the Dean. | Consult with the Graduate Program Office or Office of the Dean. | Consult with the Graduate Program Office or Office of the Dean. |
| Faculty of Health | April 1 | August 1 | Term S1 - September 1 Term S2/SU - October 1 |
| Lassonde School of Engineering | April 1 | August 1 | October 30 |
| Faculty of Liberal Arts & Professional Studies | April 1 | August 1 | Term S1 - September 1 Term S2/SU - October 1 |
| Osgoode Hall Law School | Consult with the assistant dean of Student Services. | Consult with the assistant dean of Student Services. | N/A |
| Schulich School of Business | Consult with the associate director of undergraduate programs in Schulich Student Services and International Relations. | Consult with the associate director of undergraduate programs in Schulich Student Services and International Relations. | Consult with the associate director of undergraduate programs in Schulich Student Services and International Relations. |
| Faculty of Science | April 1 | August 1 | October 30 |

Protection of Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.