

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

Keep your information up-to-date! Make sure York has your current contact information. Visit Personal Information on the My Student Records section of the Current Students Web site at <http://www.registrar.yorku.ca/myonlineservices/>

Course Information

Term	Faculty	Subject	Course Number	Section	Tut/Lab
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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 registrar.yorku.ca/exams/deferred/index.htm?tab=3)

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 (Student Services) 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)
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Students: Requests for deferred standing must be made within one week following a missed examination or the last day to submit course work. Please note your deferred exam or course work must be completed with enough time for grading to be completed and submitted by the faculties, according to their grades submission deadlines below.

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

Faculty Deadlines for Submitting Revised Final Grades to Registrar's Office

Faculty	Fall Courses	Winter and Full Year Courses	Summer Courses
Education (non-practicum courses)	April 1	August 1	First term - September 1 Second term - October 1
Education (practicum courses)	At the discretion of the course director.	At the discretion of the course director.	At the discretion of the course director.
Environmental Studies	April 1	August 1	First term - September 1 Second term - October 1
Fine Arts	April 1	August 1	First term - September 1 Second term - October 1
Glendon	April 1	August 1	First term - September 1 Second term - October 1
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.
Health	April 1	August 1	First term - September 1 Second term - October 1
Liberal Arts & Professional Studies	April 1	August 1	First term - September 1 Second term - 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.
Science	April 1	August 1	October 30
Lassonde School of Engineering	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, Student Client Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.