

DEFERRED STANDING AGREEMENT FOR FINAL EXAM OR ASSIGNMENT

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.

***For courses offered at Keele, please submit the form to the department offering the course. Please visit the [York Deferred Standing](#) page for further information.**

Student Information

Name			Student Number		
Street Address			Home Faculty		
City	Province	Postal Code	Telephone No.	Email Address	

Course Information

Term	Faculty GL	Subject	Course No.	Section	Exam Date
Are you requesting a deferred exam?					YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, provide original date/time of exam:					
Are you requesting additional time to complete outstanding course/practical work?					YES <input type="checkbox"/> NO <input type="checkbox"/>
Assignment(s): _____					
Reasons for deferral (Documentation from the attending Physician, the Counselling & Development Centre, or other appropriate University offices, etc. must be attached)					

This section must be completed & signed by the Course Director*

	I have approved the request for a deferred final exam to be written by the following date:	
	I have approved the request for deferred final assignment and the submission deadline of:	
	I WILL NOT approve the request for deferred standing; the student must formally petition to their home Faculty.	
I understand that a final grade must be submitted by the deadlines listed on this form:		
Course Director's Name (or designate):	Signature:	Date:
_____	_____	_____
<p>*Only in the event that the course director is absent from campus before the deferred standing deadline can students approach the Department Chair or the Associate Principal (academic) to act on the course director's behalf on this matter.</p>		

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
_____	_____

THIS AGREEMENT IS NOT VALID UNLESS YOU RETURN ALL COPIES TO ACADEMIC SERVICES, C102 YORK HALL (416-487-6715) WITH ALL APPROPRIATE SIGNATURES BY THE APPLICATION DEADLINE SPECIFIED ABOVE.

Revised Final Grades are due in the Office of Academic Services by the date specified below:	
FALL COURSES (F)	April 1
WINTER AND FULL YEAR COURSES (W & Y)	August 1
SUMMER COURSES	1st Term - September 1/ 2nd Term - October 1