

## OFFICE OF THE REGISTRAR

### For Undergraduate Program and Chang School Students

Ryerson University has the responsibility to ensure that Undergraduate Program and Chang School students meet requirements in a manner that is equitable to all students. As such, Ryerson adheres to University policies, procedures and deadlines to ensure fairness and equity for all students. Ryerson University recognizes that students are sometimes faced with unforeseen and extraordinary circumstances that despite their best efforts, prevents them from dealing with academic matters.

- By submitting this Request Form you are asking for an exception to official course drop/retroactive withdrawal deadlines without academic penalty.
- This form is **ONLY** for students who have faced sudden and serious life events that have prevented them from dropping courses/withdrawing within established deadlines and within the guidelines for Late Course Drop/Retroactive Withdrawal. Incomplete submissions will not be considered.

#### Definitions

- Late Drop - a request to be dropped from a course after the published deadline to drop a course in good academic standing and before the end of the exam period, or before the last day to submit a final assignment or course requirement has passed.
- Retroactive withdrawal - a request to be retroactively withdrawn from a course after the course has been completed, i.e. after the final exam or submission of the last course requirement.

#### Instructions

1. Prior to submitting this form, please consult with your academic program department to confirm your eligibility.
2. All requests must be accompanied by supporting documentation that substantiates the grounds for consideration. Organize your documentation neatly and submit it along with your completed Request for Late Course Drop/Retroactive Withdrawal Form, in a sealed envelope, in-person to **your academic program department** for undergraduate students or the [academic program area of your course](#) for Chang School students. On the outside of the envelope, write your name, program and **Attn: Request for Late Course Drop**.

The deadlines for dropping a course in good academic standing are listed in the [Undergraduate Calendar](#) and on [The Chang School](#) website. For further information please read [Senate Policies 46, 134 and 145](#).

## A. STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Program: \_\_\_\_\_

Ryerson E-Mail: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_

## B. COURSE(S)

I am requesting all courses from \_\_\_\_\_ be dropped/retroactively withdrawn.  
Term Year

I am requesting the following courses be dropped/retroactively withdrawn.

\_\_\_\_\_  
Course Code Term Year Final Grade (If graded)

\_\_\_\_\_  
Course Code Term Year Final Grade (If graded)

**Note: If you are receiving or have received OSAP or other loan/bursary assistance, dropping your course(s) will result in a re-assessment of your eligibility. Contact Student Financial Assistance for further details, [finaid@ryerson.ca](mailto:finaid@ryerson.ca) or 416-979-5113.**

## C. DOCUMENTATION

Grounds for consideration (select all that apply)

Medical

Compassionate

Please indicate what documents you are submitting in support of your grounds for consideration. Supporting documentation is required to substantiate **all** requests for late drops/retroactive withdrawals, on any grounds, including compassionate. Documentation must be official, substantive and clearly show the relationship between not meeting the deadline for withdrawing from your course(s) in good academic standing and the medical and/or compassionate circumstances cited:

[Ryerson Medical Form](#) (NOTE: Doctor's note on prescription paper **is not** acceptable)

Official death certificate, published obituary notice or original note from funeral home citing your relationship to the deceased

Copy of airline ticket in your name

Eviction notice

Other [\(Please describe\)](#)

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## D. STUDENT'S WRITTEN STATEMENT

**Please attach a separate typed page to support your request.**

- This is your opportunity to explain how your situation affected your ability to drop your course(s) by the deadline dates in a timely manner.
- An explanation as to why you could not drop your course(s) within published university deadlines is essential.
- Please provide a detailed timeline of events that coincides with your documentation.
- If your reasons are medical, a [Ryerson Medical Form](#) must be submitted as part of your supporting documentation.

## E. ADDITIONAL INFORMATION

**Answer all of the following questions on a separate typed page and attach to this form.**

1. If your request is denied, how will this create undue hardship for you, and what is your alternate plan if the request is not approved?
2. What communications did you have with your Professor/Instructor regarding your circumstances? Please document any e-mail, in-person or telephone contacts you may have had.
3. Indicate in timeline sequence, the events that prevented you from being able to meet the deadline to drop your course(s).

## F. STUDENT DECLARATION AND CONSENT

I confirm that I have read and understand the instructions and requirements in the [Late Course Drop/Retroactive Withdrawal Guidelines](#) and that all the information and documentation provided in support of this request are accurate and true. Further, I authorize the Registrar's Office to contact those who have provided documentation with this request for purposes of verifying authenticity. I confirm that I have not graduated or applied to graduate, and I understand that no retroactive withdrawals will be granted after my degree is conferred. I understand that the appeal decision will be sent to me by e-mail to my Ryerson e-mail address.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Students must submit this form to their Academic Program Department (undergraduate students) or the academic program area of their course (Chang School students) for consideration.**

Privacy and Use of Information: Ryerson University collects and uses your personal information to support decisions relating to your Request for Late Course Drops and/or Retroactive Withdrawals. To learn more about Ryerson's Policy on protection of personal information refer to <http://www.ryerson.ca/privacy>.

For Academic Department/School Use Only

**DECISION** - Deletion of course(s) from the official student record is:

Recommended

Not Recommended

Undecided/Defer Decision to University Registrar

**Rationale/Reason for Decision:** \_\_\_\_\_

I verify that the documentation provided by the student provides substantial evidence of incapacitation (medical, compassionate) and/or demonstrates that they faced an unavoidable hardship/life circumstance that arose unexpectedly, such that they were unable to attend to academic matters within the published deadlines. I confirm that the student's request meets the criteria outlined in the Late Drop/Retroactive Withdrawal Operational Guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Position \_\_\_\_\_

**If recommended, the signed form along with the supporting documentation must be submitted to the Registrar's Office, POD 70, Attn: Carolyn Posa/Robyn Parr. A final decision will be communicated to the student via their official Ryerson e-mail address and to the faculty signatory.**

For Office of the Registrar Use Only

**DECISION**

Approved

Denied

Date \_\_\_\_\_

Initials \_\_\_\_\_

**Notes:** \_\_\_\_\_