

## OFFICE OF THE REGISTRAR

### For Undergraduate Program, Lincoln Alexander School of Law, and Chang School Students

Toronto Metropolitan University has the responsibility to ensure that students meet requirements in a manner that is equitable to all students. As such, Toronto Metropolitan University adheres to University policies, procedures and deadlines to ensure fairness and equity for all students. Toronto Metropolitan University recognizes that students are sometimes faced with unforeseen and extraordinary circumstances beyond their control that, prevent them from dealing with academic matters.

- By submitting this Request Form you are asking for an exception to official course drop 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 within established deadlines and within the guidelines for Retroactive Course Withdrawals.
- The Retroactive Course Withdrawals request process is not an alternative to the Senate academic appeals process. Requests for academic consideration that are within the scope of University Senate policies will **not** be considered through this process.

### Instructions

1. Prior to submitting this form, you must consult with your academic program department to confirm your eligibility. Requests can only be submitted to the committee through your academic program department and require their recommendation.

2. All requests must be accompanied by supporting documentation that substantiates the grounds for consideration. Organize your documentation neatly and submit it as a single file with your completed Request for Retroactive Course Withdrawals Form, electronically to **your academic program department** for undergraduate and law students, or to **CE Client Services** (who will direct it to your Program Director) for Chang School students.

Please only submit your request once all documentation is collected. Incomplete submissions will not be considered.

The deadlines for dropping a course in good academic standing are listed in the [Undergraduate Calendar](#), [Lincoln Alexander School of Law](#) website, and on [The Chang School](#) website. For further information please read [Senate Policies 168 and 170\(a\) and \(c\)](#).

## A. STUDENT INFORMATION

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

TMU Student #: \_\_\_\_\_ Program/Plan: \_\_\_\_\_

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

## B. COURSE(S)

Requests for selected courses in a term are rarely considered. The committee will review requests for selected courses only when there is compelling documentation and a supported explanation of why the situation impacted your ability to drop some courses but not all of the courses you were enrolled in during the term.

I am requesting the following courses from \_\_\_\_\_ be dropped/retroactively withdrawn:

\_\_\_\_\_ Term \_\_\_\_\_ Year

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

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

\_\_\_\_\_ Course Code \_\_\_\_\_ 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.**

## C. DOCUMENTATION

Please indicate what documents you are submitting in support of your grounds for consideration. Supporting documentation **is required** to substantiate **all** requests for retroactive course withdrawals, on any grounds, including compassionate. Documentation must be official, substantive and show clear evidence that a debilitation or hardship outside your control existed at the time of the drop deadline. All documentation must be dated and must apply to the drop deadline period.

[TMU Health Certificate](#)

Medical professional's note on official letterhead

Official death certificate or original note from funeral home citing your relationship to the deceased

Copy of airline ticket and flight itinerary in your name including proof of the date the ticket was purchased.

Eviction notice

Other (please specify) \_\_\_\_\_

## 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 [TMU Health Certificate](#) and/or medical professional's note on official letterhead must be submitted as part of your supporting documentation.

**In your statement you must also include answers to all of the following questions.**

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 and/or academic department 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).

## E. STUDENT DECLARATION AND CONSENT

I confirm that I have read and understand the instructions and requirements in the [Retroactive Course 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 course withdrawals will be granted after my degree is conferred. I understand that the decision will be sent to me by email to my TMU email address and my department will be copied to make them aware of the decision.

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

**Students must submit this form to their Academic Program Department (undergraduate and law students) or to CE Client Services to be directed to the academic program area of their course (Chang School students) for consideration.**

Privacy and Use of Information: Toronto Metropolitan University collects and uses your personal information to support decisions relating to your Request for Retroactive Course Withdrawals. To learn more about Toronto Metropolitan University's Policy on protection of personal information refer to <https://www.torontomu.ca/privacy/>.

For Academic Department/School Use Only - Recommendations may only be authorized by the Chair/Director or Dean

**DEPARTMENT RECOMMENDATION** - 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 drop their course(s) within the published deadlines. I confirm that the student's request meets the criteria outlined in the Retroactive Course Withdrawal Operational Guidelines and that the request does not fall within the scope of University Senate Policies.

Chair/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Chair/Director Name \_\_\_\_\_ Position \_\_\_\_\_

Additional department administrative contact to be copied on decision notification (optional):

Name \_\_\_\_\_ Email address \_\_\_\_\_

**If recommended or undecided/deferred, the signed form along with the supporting documentation must be submitted to the Registrar's Office, via the Department Recommendation Submission form. A final decision will be communicated to the student via their official TMU email address and to the faculty signatory and department administrative contact if provided.**

**If NOT recommended, notify the student of the decision at their official university email address. The form does not need to be forwarded to the Registrar's Office.**