

**Health (Policy & Equity) Graduate Program**  
**Assignment Deferred Standing Agreement**  
 (Read the instructions on page 3 and 4 before filling out this agreement.)

**Section 1: to be completed by student.**

Student Name: \_\_\_\_\_ Course : \_\_\_\_\_ Term: \_\_\_\_\_

1. List all assignment(s) that you are requesting a deferral, the corresponding % weighting of course mark and original submission deadline(s) as per the course outline.

Type of graded component or assignment	% weighting of course mark	Grade earned	Assignment original due date (dd/mm/yy)	Work submitted? (Y/N)	Extension requested? (Y/N)	Extended deadline requested (dd/mm/yy)
	Total = 100%					

2. Are you currently registered full-time or part-time? Do you have any TA/GA/RAship or external job commitment? If you do, how many hours of work on a weekly basis are you required to commit to?
3. State clearly the reason(s) you are requesting a deferral and explain how your performance will be “significantly impacted” if you were to submit the assignment(s) on the required date. Enclose all appropriate supporting documentations.
4. Explain your progress on the assignment(s) that you are requesting a deferral. State the extended deadline(s) that you propose.
5. Are you enrolled in other course(s) in this term? If YES, comment on the impact this deferral request will have on your progress in the course(s). Do you or will you need to request a deferral for any of these courses as well?
6. Does any of the deferred submission dates fall in the next term during which you will take new courses or continue with courses? IF YES, comment on the impact this deferral request will have on your progress in the new or continuing course(s).

By signing this Agreement, I declare that all information on this Agreement and supporting documentation are true, complete and accurate. I understand that any misrepresentation of this information may lead to a charge of breach of academic honesty. I consent to the disclosure by York University of personal information including the information I have given on this form and the associated supporting documentations to members of the hosting graduate program, petition adjudicating committees and associated administrative staff. I also support that if any required documentation is missing, this Agreement will be cancelled.

Also, I understand that the course director has no obligation to grant deferred standing for my outstanding assignment(s). 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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**Section 2: to be completed by course director.**

1. **Attendance:** to your best of your knowledge, did the student attend classes regularly?

- Yes                       No                       Do not know

2. Have you read **Section 1** of this form and the supporting documentations that the student has completed and provided?

- Yes                       No

3. **Course performance summary:**

Check **ONE** of the followings:

- I **have approved** the above stated deferred submission date(s) and understand that a final grade must be submitted to the hosting graduate program by the deadlines listed on p. 3 of this form.
- I **will not approve** the request for deferred standing; the student must formally petition to the hosting graduate program.

<b>Course Director's Name</b>	<b>Course Director's Signature</b>	<b>Date (dd/mm/yy)</b>

Protection of Privacy: Personal information in connection with this form is collected under the authority of The York University Act, 1965. The information will be used to process and adjudicate your request/petition/appeal and for related record-keeping purposes. If you have any questions about this collection, use or disclosure of this information by York University, please contact the hosting graduate program office.

## 1. What is deferred standing?

Deferred standing **may be** granted to students who are unable to submit their outstanding course work as per the deadlines outlined in the course outlines. In order to apply for deferred standing, students must complete an [Assignment Deferred Standing Agreement](#) form and reach an agreement directly with the course director for an extension to the deadlines. The [Assignment Deferred Standing Agreement](#) form facilitates the setting of an alternate date for submitting outstanding course work **in sufficient time for the course director to mark it and provide a deferred final grade for the hosting graduate program office to submit to the Registrar's Office before the deadlines outlined in [Table 1](#) as below.**

(Notes: Course Directors do not necessarily have to agree to consider requests for deferred standing. There is no provision for submitting revised assignments to improve a final grade.)

Senate policy states: "normally, requests for deferred standing must be communicated **within one week following** a missed examination or **the last day to submit course work**". Students who request for deferred standing due to **disability accommodations** are advised to file a completed and approved deferred standing agreement to the hosting graduate program **within one week following the issue of the letter by Counselling and Disability Services at York University**. The period during which the University is officially closed for December holidays and statutory holidays is not counted in the determination of deadline days.

## 2. What are the Faculty of Graduate Studies' regulations? What are the deadlines for the completion of courses granted deferred standing?

The Faculty of Graduate Studies' regulations state that "when a student's course work is not completed and evaluated by the appropriate grade reporting dates, the award of 'Incomplete' **may be** approved by the program director. A grade of 'Incomplete' must be removed within two months of the reporting date for a half course or within four months of the reporting date for a full course. Extension of this time is possible only upon successful petition to the Dean through the program director, in accordance with Regulation 1. If the grade of 'Incomplete' is not removed by the end of the specified period, it will become a grade of 'Fail'."

The published deadlines in [Table 1](#) as below are the deferred final grade submission deadlines for the Faculty of Graduate Studies and reflect the absolute deadline for graduate programs to submit deferred final grades to the Registrar's Office. **These published deadlines are firm and impact the academic record.**

**Table 1 : Deferred Final Grades Due in Registrar's Office by the Date Specified for the Faculty of Graduate Studies**

<b>Fall half-year / 3.0-credit courses</b>	<b>Winter half-year / 3.0-credit courses</b>	<b>Fall/Winter full-year / 1.0-credit courses</b>	<b>Summer half-year / 3.0-credit courses</b>
<b>March 15</b>	<b>July 15</b>	<b>September 15</b>	<b>November 15</b>

## 3. What happens if the course director does not agree to grant me deferred standing for my outstanding course work?

If a course director does not agree to consider requests for deferred standing, students may **petition** for deferred standing through the hosting graduate program **within 48 hours after the disapproval**. (Note: Petitions for deferred standing may not be successful.)

## 4. What if I am unable to complete my outstanding course work?

Should students find they are unable to complete the outstanding course work by (or at) the agreed upon time specified on the [Assignments Deferred Standing Agreement](#) form AND the deferred final grades submission dates in [Table 1](#) as above have passed, they may then file an academic **petition** to the hosting graduate program **within 48 hours after the dates in [Table 1](#)**. (Note: Petitions for deferred standing may not be successful.)

## 5. What supporting documentations are required?

An Attending Physician's Statement must be provided for medical reasons. A letter issued by the Counselling and Disability Services at York University must be provided for disability accommodations. If attaining an Attending Physician's Statement is an issue, contact the instructor. [The Attending Physician's Statement can be downloaded from [www.yorku.ca/grads/forms.htm](http://www.yorku.ca/grads/forms.htm)]. Other supporting documentations include but are not limited to: Death Certificate or other proof of Death, Air/Train/Bus Ticket/Receipts for Emergency Travel (indicating your name, destination, departure and/or return dates), etc.

## 6. Petition for deferred standing

Circumstances and deadlines for petitions for deferred standing are explained in item #3 or #4 as above. Petition forms are available from [www.yorku.ca/grads/forms/CourseTransactionForm2008.pdf](http://www.yorku.ca/grads/forms/CourseTransactionForm2008.pdf)

It is the responsibility of the student to complete a petition form, an [Assignment Deferred Standing Agreement](#) form and submit them along with full supporting documentations in a complete package to the hosting graduate program.

## 7. Steps of the Deferred Standing Process for Students

1. Complete by typing and take the [Assignment Deferred Standing Agreement](#) form, along with appropriate supporting document(s), directly to the course director to discuss the possibility of setting an alternate date for submitting course work. Photocopies of supporting documentation are acceptable as long as the course director is able to view the original documents.
2. Secure the course director's approval and signature within one week of the last day to submit course work OR within one week following the issue of the letter by Counselling and Disability Services at York University if the deferral is related to disability accommodations.
3. If a course director does not agree to consider requests for deferred standing, students may **petition** for deferred standing through the hosting graduate program within 48 hours. (**Note:** Petitions for deferred standing may not be successful.)
4. Submit the completed and approved original [Assignment Deferred Standing Agreement](#) form and supporting documentation to the hosting graduate program. Keep a photocopy of them before submitting. Students are responsible for maintaining a copy for their records.
5. Meet the specified deferred deadline(s) (that fall within the Faculty of Graduate Studies deadlines outlined in [Table 1](#)) per the agreement reached between you and the course director.
6. Should students decide they are unable to complete the outstanding course work by (or at) the agreed upon time specified on the [Assignments Deferred Standing Agreement](#) form AND the deferred final grades submission dates in [Table 1](#) have passed, they may then file an academic **petition** to the hosting graduate program within 48 hours.

**If ADSA form not approved/signed by course directors**

**If ADSA form approved/signed:**



Student will submit the outstanding course work by the date determined with the course director.

**OR**

**the deferred final grades submission dates in [Table 1](#) have passed :**



Students may formally **petition** to the hosting graduate program **within 48 hours**.

**If Academic Petition initiated:**



Students are responsible for:

- Obtaining a petition form from [www.yorku.ca/grads/forms/CourseTransactionForm2008.pdf](http://www.yorku.ca/grads/forms/CourseTransactionForm2008.pdf)
- Completing the petition form as specified.
- Completing an [Assignment Deferred Standing Agreement](#) form.
- Submitting the petition form, [Assignment Deferred Standing Agreement](#) form and full supporting documentation in a complete package to the hosting graduate program.