SAMPLE LATE WITHDRAWAL LETTER

18 December 2011
Committee on Standing
Faculty of Arts & Science
University of Toronto

SUBJECT: Request for deferral of examination

To whom it may concern:

I am writing to request late withdrawal from my ENG185Y course, taken during the 2010-2011 academic year.

- Please detail how much work was completed in the course, including tests, assignments and the final exam. If you wrote the final exam, please explain why you chose to write instead of petitioning to defer the exam (note, withdrawal requests are rarely granted where all work has been completed in the course).
- Please explain why you did not drop the course before the drop deadline, especially if you knew you were not doing well at this point in time. Please also explain why you did not initiate late withdrawal (LWD) prior to the last day of class.
- If you were taking additional courses at the same time, and do not wish to withdraw these courses, please explain your reasons for not doing so.
- If you did well in other courses (i.e. passed) please explain why you were able to do well in these courses, but not this course.
- If you have submitted previous late withdrawal petitions that have been approved, please explain how the circumstances of this situation are different, or if the situation is the same, please explain why the situation has reoccurred.

I am attaching documentation from <<state where documentation is from>> supporting my petition.

Thank you for taking the time to consider my request.

Sincerely,

Bart Lee
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