

**COURSE PERFORMANCE SUMMARY (CPS)**

This form must be submitted in .pdf format to lapspet@yorku.ca

**STUDENTS:**

It is your responsibility to have this form completed by the course director/instructor in which special consideration is being requested. If the course director/instructor is not available, a departmental representative such as a Chair or Undergraduate Program Director may complete the form.

Be aware that making false claims, submitting false information or altering official documents or records, so as to mislead an instructor, academic unit or committee, are considered breaches of academic honesty. The Senate Policy on Academic Honesty is published in full in the Undergraduate Program Calendar, and is available on the Senate Website.

**SECTION 1: to be completed by student**

1. Student Information (please print)						
Student Number:					Home Faculty:	Liberal Arts & Professional Studies
Last Name:					First Name:	
Telephone:					E-mail:	
<p>Keep your information up-to-date! Make sure we have your current contact information. Visit My Personal Info on the My Student Records section of the Current Students Web Site at <a href="http://www.yorku.ca/yorkweb/currentstudents/mystudentrecords">www.yorku.ca/yorkweb/currentstudents/mystudentrecords</a></p>						
Course Information						
Session	Term	Faculty	Subject	Course Number	Section	Course Title
Course Director/Instructor's Name:						

TO BE COMPLETED BY DEPARTMENT/SCHOOL  
(see also page 1)

Date form received: \_\_\_\_\_

**SECTION 2: to be completed by course instructor**

The above named student is submitting a petition for late withdrawal from this course. Please complete and return this required form to the student as quickly as possible. A delay in completing this document will negatively impact the student's ability to receive a timely decision.

**Confidentiality notes:**

- Students have the right to see all material pertaining to their petition, including Course Performance Summaries.
- While students are encouraged to discuss their circumstances with their course directors, they have the right to confidentiality and are not obliged to discuss the grounds of a petition with their instructors.

Please identify the course (to ensure matching with page 1): \_\_\_\_\_

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

Yes     No     Do not know

2. **Course Information:** Complete the table below. This information is essential to confirm the time and/or sequence of events described in the student's petition.

Course Director/Instructor's Name:	_____
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Type of graded component or assignment	% Weighting of course mark	Grade earned as percent %	Assignment due date	Date grade was available to student	Please put a checkmark in this box if work was not received
	<b>Total - 100%</b>	<b>= mark out of 100</b>			

If you wish to submit additional information through email you can send it to: [lapspet@yorku.ca](mailto:lapspet@yorku.ca)

Course Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 petition or appeal and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Office of the Associate Dean Students, York University, N926 Ross Building, 4700 Keele Street, Toronto, ON M3J 1P3, 416-650-8193.