**REQUEST FOR LATE WITHDRAWAL**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME:** |  | | | |
| **STUDENT ID:** |  |  | **PROGRAM:** |  |
| **COURSE:** |  |  | **SEMESTER:** |  |

In the event of demonstrated exceptional circumstances – such as death in the immediate family, a student’s illness or accident, serious emotional problems, or an error on the part of the University – a student may be able to withdraw without academic penalty from a course or program, after the deadline. Late withdrawals will be considered up to one year only from completion of the course.

* If you are withdrawing from all courses in a semester – fill out section (1) and submit directly to the Registration Centre.
* If you are not withdrawing from all courses in a semester, one form will be required for each class – fill out section (1) and submit to the appropriate instructor(s).

1. **STUDENT’S REASON(S) FOR REQUESTING A LATE WITHDRAWAL:** (To be completed by Student - Please attach any supporting documents you consider necessary to establish justification for late withdrawal)

Click here to enter text.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature of Student** |  | **Date** |

1. **INSTRUCTOR’S COMMENTS:** (To be completed by Instructor when a late withdrawal from a single course is being requested)

Click here to enter text.

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| --- | --- | --- | --- | --- | --- |
| Recommend Approval | Do NotRecommend Approval |  | |  |  |
| **Signature of Instructor** | |  | **Date** |
| **Instructor’s name (print)** |  | | |

1. **DEAN’S RECOMMENDATION:** (To be completed by Deans when a late withdrawal from a single course is being requested)

Click here to enter text.

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| --- | --- | --- | --- | --- | --- |
| Recommend Approval | Do NotRecommend Approval |  | |  |  |
| **Signature of Dean** | |  | **Date** |
| **Dean’s name (print)** |  | | |

1. **REGISTRAR’S DECISION:**

Click here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Approved | Not Approved |  |  |  |
| **Signature of Registrar** |  | **Date** |