



VANCOUVER ISLAND
UNIVERSITY

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)

Signature of Student

Date

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

- Recommend Approval Do Not Recommend Approval

Signature of Instructor

Date

Instructor’s name (print) _____

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

- Recommend Approval Do Not Recommend Approval

Signature of Dean

Date

Dean’s name (print) _____

4. REGISTRAR’S DECISION:

- Approved Not Approved

Signature of Registrar

Date