



## 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

**\*In normal circumstances, it would be required that all parties necessary would need to sign this form. Instead, please type your name into the signature space provided.**