



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**