



LATE WITHDRAWAL REQUEST

DIRECTIONS TO STUDENTS:

- Use this form only if online registration has closed.
- Complete all relevant sections and obtain appropriate signatures as indicated below.
- Attach supporting documentation (refer to Policy on page 2).
- Submit the completed form to the College of Graduate Studies.

Date: _____ Student Number: _____
 Student Last Name: _____ Student First Name: _____
 Student E-mail: _____
 Degree: _____ Program: _____
 Reason for withdrawal: _____

Student Signature: _____

Course Section Drop					
Date of Last Attendance	Session (ex. 2014W)	Term (ex. 1)	Subject (ex. IGS)	Course # (ex. 500)	Section (ex. 001)
Instructor Name		Signature		Date	
Instructor Comments:					
Date of Last Attendance	Session (ex. 2014W)	Term (ex. 1)	Subject (ex. IGS)	Course # (ex. 500)	Section (ex. 001)
Instructor Name		Signature		Date	
Instructor Comments:					
Supervisor Name		Signature		Date	
Supervisor Comments:					

Personal Information ("Information") provided on this form is collected pursuant to section 26 of the Freedom of Information & Protection of Privacy Act (the "Act"), R.S.B.C. 1996, c.165 for the purpose of processing your request for late withdrawal. The Information will be used and shared within UBC in accordance with the Act. Any questions regarding the collection of the Information may be directed to the College of Graduate Studies at gradask.ok@ubc.ca.



Program Coordinator Name	Signature	Date	
Program Coordinator Comments:			
College of Graduate Studies Name	Signature	Date	Support
			Do not support
Graduate Studies Comments:			
Approval, Faculty Dean/Associate Dean			
Faculty Dean/Associate Dean Name	Signature	Date	
Faculty Dean/Associate Dean Comments:			
Support: <i>Withdraw with "W"</i> <i>Withdraw without "W"</i> Do not support			

POLICY ON LATE WITHDRAWAL REQUESTS:

See Academic Concession: <http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,48,0,0>

Students may request academic concession in circumstances that may adversely affect their attendance or performance in a course or program. Conflicting responsibilities include, but may not be limited to:

- representing the University, the province, or the country in a competition or performance;
- serving in the Canadian military;
- observing a religious rite;
- working to support oneself or one's family; and having responsibility for the care of a family member.

Students wishing to request academic concession must apply as close as possible to the time attendance is adversely affected. In considering these requests or any appeals of decisions on academic concession, the dean's office will not normally take into account untimely notifications.

Before responding to a student's request, the supervisor, program coordinator, the College of Graduate Studies, or the faculty dean may require supporting documentation and may also ask the student to formulate and follow an academic plan which would include: a reduction in course load; a commitment to an ongoing program of medical care, counselling services, or support from the Disability Resource Centre; or other appropriate actions. The student's personal circumstances will be taken into account in the development of such plan. Ongoing support from the academic unit may require periodic updates from the student on his/her academic plan and/or the submission of documentation from a treating health professional or other source of personal support. The documentation might be a "Statement of Illness" form obtained from [Campus Health](#), or an informative letter from the attending physician, from [Counselling](#), or from another recognized counsellor.

Personal Information ("Information") provided on this form is collected pursuant to section 26 of the Freedom of Information & Protection of Privacy Act (the "Act"), R.S.B.C. 1996, c.165 for the purpose of processing your request for late withdrawal. The Information will be used and shared within UBC in accordance with the Act. Any questions regarding the collection of the Information may be directed to the College of Graduate Studies at gradask.ok@ubc.ca.