

APPEAL FOR LATE WITHDRAWAL



Office of the Registrar

Abbotsford
33844 King Rd
Abbotsford, BC
V2S 7M8

Fax: 604.853.0138

Email: regappeals@ufv.ca

The university allows for withdrawal from a course without academic penalty up until completion of 60% of the course. UFV Policy 81 allows a student to appeal to withdraw after the 60% deadline under extenuating circumstances. The Policy defines extenuating circumstances as a situation beyond the student's control that has prevented them from completing a course. Appeals for late withdrawal are considered only after a student has submitted this form, detailed reasons for special consideration, and provided supporting documentation.

Please note: Appeals are to be submitted no later than four months after the end of the semester. If extenuating circumstances prevent the student from requesting the late withdrawal within four months, a rationale for considering the request after the deadline is required.

To submit an appeal for late withdrawal:

- Fill out this form**
- Submit written request/rationale letter which must be signed and documentation to substantiate**
- For medical reasons, fill out and attach a Medical Certificate form by clicking [Medical Certificate](#)**
- Submit completed form by email (must be from UFV email account) to regappeals@ufv.ca or by mail to UFV, Office of the Registrar, Abbotsford campus**

Please note: If approved a "W" will show on your transcript, but does not affect your GPA.

IMPORTANT: If you have a student loan, a withdrawal may affect the status of your loan. Please be sure to discuss your withdrawal with Financial Aid & Awards prior to submitting this request.

P E R S O N A L	UFV student number 	Student's full legal name	
	Birthdate Y Y Y Y M M M D D	Telephone number	Semester of request
	Student's signature		Date Y Y Y Y M M M D D

R E Q U E S T E D	<input type="checkbox"/> I am appealing to be withdrawn from all registered courses for the semester indicated above.
	<input type="checkbox"/> I am appealing to be withdrawn only from specific courses listed below, for the semester indicated above. <i>Note: Selective withdrawal (staying registered in a course) is only granted in unusual circumstances and only considered by the Committee after the appellant has described how the extenuating circumstances affected some courses and not the others.</i>

List courses affected by this request		
CRN	Course	Last Date Attended

FREEDOM OF INFORMATION/PROTECTION OF PRIVACY. The information on this form is collected under the authority of British Columbia's Freedom of Information and Protection of Privacy Act [(RSBC 1996) chapter 126] and the University Act. This information is used only in making a decision on the request for course withdrawal for extenuating circumstances. If you have any questions about the collection and use of this information, contact the Enrolment Services Coordinator at 604-854-4501 or reginfo@ufv.ca

OFFICE USE ONLY	
Comments:	<input type="checkbox"/> Ready for Committee <input type="checkbox"/> Approved YES <input type="checkbox"/> Approved NO
_____	Date Received Y Y Y Y M M M D D

