



## LATE WITHDRAWAL | REGISTRATION DROP

### DIRECTIONS TO STUDENTS:

Use this form only if online registration has closed. **Save form before filling out and printing.** Complete all relevant sections and obtain appropriate signatures as indicated below. Bring completed form to the office of the Dean (FCCS - office CCS 323) with supporting documentation.

#### STEP 1:

#### DATE:

Student Name:	Student Number:
Email Address:	Phone Number:
Degree:	Major:
Reason for withdrawal:	

Student Signature: \_\_\_\_\_

#### STEP 2:

#### Course Section Drop

Date of Last attendance:	Term	Subject	Course #	Section	Instructor
					Print Name: Signature:
					Print Name: Signature:
					Print Name: Signature:
					Print Name: Signature:
					Print Name: Signature:
<b>Comments:</b>					
<b>Withdrawal from the session: (comments)</b>					

Approval from the Associate Dean, Undergraduate Studies

Name (please print): \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- SISC | Email Student/cc Prof   
 SISC | Comments & Notes   
 Department Office   
 Scan & Archive

## POLICY ON LATE WITHDRAWAL REQUESTS:

See Academic Concession: <http://www.calendar.ubc.ca/okanagan/?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 from the Office of the Dean 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 dean or director 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 "Statement of Illness" form obtained from Campus Health or an informative letter from their 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 and Protection of Privacy Act (the "Act"), R.S.B.C. 1996, c.165 for the purpose of processing your request for a letter of permission. 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 Faculty of Creative and Critical Studies, <mailto:lacia.vogel@ubc.ca>