



## LATE WITHDRAWAL | REGISTRATION DROP

### DIRECTIONS TO STUDENTS:

**Policy on Late Withdrawal Request:** A student may be granted withdrawal from a course after the withdrawal deadline (with “W” standing) when the student has not met course requirements during the term but has valid grounds for academic concession that address the reasons for the lack of demonstrated achievement. A student will not normally be granted late withdrawal if the final examination has been sat or final assignment completed. A “W” standing will normally be placed on the student’s transcript when a late withdrawal is granted.

Please review the full policy here: <https://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,48,1127,0>

Please indicate that you have read and understood the policy by signing here:

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

Normally, requests for Late Withdrawal must be submitted as close as possible to the time that the class attendance is adversely affected, and before the end of term. In considering these requests or any appeals of decisions on academic concessions, the dean’s office will not normally accept untimely submissions. Acceptable supporting documentation may be required. Please see policy linked above for information on documentation. Initiating a request for Late Withdrawal does not ensure the concession will be approved.

**Part A: To be completed by student**

Date:	Student Name:
Student Number:	Email Address:
Degree:	Major:
Reason for withdrawal: (Please attach documentation to this form before submitting – see policy link above for information regarding documentation.)	

**Please Note:** *If you are on a Student Loan and/or have a scholarship-award, this withdrawal may affect your financial or academic standing. For loan impacts, please contact Student Financial Assistance and Awards: <https://students.ok.ubc.ca/courses-money-enrolment/finances/>*

*For academic impacts, please contact: <https://students.ok.ubc.ca/academic-success/academic-advising/contact/>*

*If you are an International Student, please consult with a Global Engagement Office advisor: <https://students.ok.ubc.ca/career-experience/global-engagement-office/>*

Have you written the final exam or completed the final assignment in this course or courses?

Yes

No

**Course Section Drop**

Term	Subject	Course #	Section	Date of Last Attendance	Instructor Name

Comments:

Withdrawal from the session: (comments)

**Part B: To be completed by the Dean or Designate of the Faculty**

Dean's Designate

Request approved

Request denied

Effective Date of Withdrawal: \_\_\_\_\_

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

Designates Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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, [FCCSstudents.ok@ubc.ca](mailto:FCCSstudents.ok@ubc.ca)

