

Late Withdrawal Form

Withdrawals after the withdrawal deadline are only granted in the event of serious illness, serious injury, death or other condition or hardship deemed appropriate.

Student Name: _____ J Number: _____ Term: _____

Explain why withdrawal is requested (attach additional documentation if necessary):

Student signature: _____ Date: _____

Course CRN, section & Title: _____

Instructor/Dean

- ☐ I have met with the student and discussed the request for late withdrawal.
- ☐ The student's final grade for the course has not been submitted.
- ☐ The student has not attended/attempted the course.

Comments: _____

Instructor/Dean signature: _____ Date: _____

Vice President, Academic Affairs

☐ Request approved. ☐ Request denied.

Explain why withdrawal is denied (attach additional documentation if necessary):

VPAA signature: _____ Date: _____

For administrative withdrawals or requests involving a refund, President's approval is required.

Amount of refund: _____

President

☐ Request approved. ☐ Request denied.

President signature: _____ Date: _____

Form forwarded to Records by: _____ Date: _____