

Request for Late Withdrawal

This form must be submitted no later than the last day of classes for the Term.

Name: _____ Student No.: _____

Email: _____ Telephone No.: _____

Program and Level: _____

Reason for request: _____

Note: This request will not be considered until you have met with an Academic Advisor.

Subject and Course Code	Term	Instructor	Date and Time of Exam or Equivalent

You must read the following important information, check each box, and sign below:

- Requests for Late Withdrawal cannot be made in courses for which the final exam (or equivalent) has been attempted or completed. This also includes courses where a final grade has been assigned (e.g. clinical courses). Such requests will be cancelled or revoked if it is determined that I attempted or completed the final exam (or equivalent).
- I cannot use the Late Withdrawal option for courses in which I am under investigation or for which I have been found guilty of academic dishonesty.
- I understand that if Late Withdrawal is granted, I cannot re-enter this course in the same Term and/or complete the final exam (or equivalent).
- I understand misrepresentation of my academic situation may result in charges of academic dishonesty.
 - Assigned a non-numeric grade of LWD, in lieu of an alpha/numerical grade.
 - Excluded from the calculation of the GPA.
 - Ineligible for tuition refund. (You are responsible to understand how this late withdrawal will affect OSAP and scholarships.)
 - Restricted to a maximum of 18 units during an undergraduate degree.

The full Late Withdrawal Policy may be found in the General Academic Regulations section of the Undergraduate Calendar.

Student Signature: _____ **Date:** _____

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For office use only.

Met with Academic Advisor (Name): _____ Date: _____

- Approved
- Denied
- Alternate recommendation made – see **Notes** below.

Notes: _____

Authorizing Signature: _____ Effective Date: _____