

REQUEST FOR LATE WITHDRAWAL

FALL 2021 COURSES ONLY



Office of the Registrar

Abbotsford
33844 King Rd
Abbotsford, BC
V2S 7M8

Fax: 604.853.0138

Email: regappeals@ufv.ca

Students are permitted to submit a Request for Late Withdrawal from December 1, 2021 through to January 31, 2022, with minimal supporting documentation. Prior to submitting this form, contact your instructor to explore the possibility of completing the course by agreeing to an Incomplete Grade Contract. Signing an Incomplete Grade Contract grants you a temporary grade of "I". An "I", incomplete grade, is assigned by an instructor when a student is unable, due to extenuating circumstances, to complete all the requirements of a course by the end of the semester and has made sufficient progress and achievement to warrant additional time for completion.

Please note: Request for late withdrawal must be submitted by **January 31, 2022**. If extenuating circumstances prevent the student from requesting the late withdrawal by then, a rationale for considering the request after the deadline is required. A request for Late Withdrawal will be considered only after a student has submitted this form and provided a detailed reasons for special consideration.

To submit an appeal for late withdrawal:

- Complete and sign this form. This is a fillable PDF form. Please download and save it to your computer prior to completing and sending.
- Submit brief written request/rationale letter explaining the reason for the late withdrawal request. Submit completed form by email (must be from UFV email account) to regappeals@ufv.ca or mail/dropoff 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 Fall 2021
	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 I am appealing to be withdrawn from all registered courses for Fall 2021.
	<input type="checkbox"/> I am appealing to be withdrawn only from specific courses listed below for Fall 2021.

C O U R S E S	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 Manager at 604-854-4501 or reginfo@ufv.ca

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