

# REQUIRED TO WITHDRAW APPEAL



Office of the Registrar

**Abbotsford**  
33844 King Rd  
Abbotsford, BC  
V2S 7M8

Under [Undergraduate Continuance policy \(92\)](#), students have the right to appeal decisions that affect their ability to continue or to be readmitted to UFV. As stated in the policy, "Appeals must include a rationale for special consideration that indicates the student can be successful if permitted to continue or to return to undergraduate studies, and any supporting documentation." Appeals are reviewed by a committee assembled and chaired by the registrar or designate.

To complete this appeal of the Required to Withdraw status on your academic record, please do the following:

**Email:** [regappeals@ufv.ca](mailto:regappeals@ufv.ca)

Where relevant, consult with an academic advisor to create a plan for how you will improve your academic standing.

Attach supporting documentation for your academic progress, such as grades in your courses to-date, or an academic plan.

Attach supporting documentation, such as a medical letter, if there were circumstances beyond your control that affected your previous studies.

Submit this completed appeal form by UFV student email account to [regappeals@ufv.ca](mailto:regappeals@ufv.ca) or by mail to UFV, Office of the Registrar, Abbotsford campus.

<b>P E R S O N A L</b>	UFV student number	Student's full legal name		
	Telephone number	Current semester	Requested semester to return	
	Student's signature			Date

<b>R E Q U E S T</b>	I am appealing my Required to Withdraw status to return early.
	I am appealing my Required to Withdraw status.
	I am seeking to be readmitted after a third Required to Withdraw.

<b>Q U E S T I O N S</b>	<p><b>What support have you sought to help you in your studies?</b></p> <p>Explain how you will be successful if permitted to continue or to return to your undergraduate studies. For example, if you have met with an advisor or learning strategist, discuss your academic plan; or, if you have completed remedial work, discuss your grades and progress to-date. Attach additional pages, if needed.</p>
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**Do you have extenuating circumstances (circumstances that were beyond your control) that require special consideration?** If so, explain the details below.

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**What supporting documentation have you attached?**

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 Coordinator at 604-854-4501 or [reginfo@ufv.ca](mailto:reginfo@ufv.ca)

**OFFICE USE ONLY**

Comments:

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Ready for Committee

Date Received
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Approved

YES

NO