



REQUEST FOR LATE WITHDRAWAL

NAME: _____

STUDENT ID: _____ PROGRAM: _____

COURSE: _____ SEMESTER: _____

In the event of demonstrated exceptional circumstances – such as death in the immediate family, a student’s illness or accident, serious emotional problems, or an error on the part of the University – a student may be able to withdraw without academic penalty from a course or program, after the deadline. Late withdrawals will be considered up to one year only from completion of the course.

- To withdraw from **all courses in a semester**, complete section 1 and email to Records@VIU.ca or drop off at any Registration Centre.
- To withdraw from **one or more courses** in a semester, one form will be required for each course. Complete section 1 and submit to the appropriate instructor. The instructor will review and forward this request directly to the Dean.

1. STUDENT COMPLETES THIS SECTION:

Please attach any documents you consider necessary to support your request.

Signature of Student*

Date

2. INSTRUCTOR COMPLETES THIS SECTION

This section is to be completed by the instructor when a late withdrawal from a single course is being requested. After completing this section with a recommendation and any comments you feel are appropriate and pertinent, forward the request on to the Dean’s Office for their consideration.

- Recommend Approval Do Not Recommend Approval

Signature of Instructor*
Instructor’s name (print) _____

Date

3. DEAN COMPLETES THIS SECTION

This section is to be completed by the Dean when a late withdrawal from a single course is being requested. After completing this section with a recommendation and any comments you feel are appropriate and pertinent, forward the request on to Registrar for final approval.

- Recommend Approval Do Not Recommend Approval

Signature of Dean*
Dean’s name (print) _____

Date

4. REGISTRAR’S DECISION

- Approved Not Approved

Signature of Registrar*

Date

***In normal circumstances, it would be required that all parties sign this form. Instead, please type your name into the signature space provided.**