Office of the Dean ASC 413 3187 University Way Kelowna, BC V1V 1V7 fos.students.ubco@ubc.ca

Revised: November 17, 2020

## LATE WITHDRAWAL REQUEST

<b>Please Note:</b> If you have a Student Loan and/or Award, this Withdrawal may impact your financial standing. Cor	ntact §	Student Se	ervices
n UNC for more information.			

## **Policy on Late Withdrawal Requests**

Please review the Academic Calendar for the campus-wide policy about <u>Academic Concessions</u>. Late withdrawal requests will only be accepted after the <u>self-withdrawal deadline</u> for the term has passed.

Normally, requests for Late Withdrawal must be submitted as close as possible to the time that the class attendance is adversely affected, and before the end of term. In considering these requests or any appeals of decisions on academic concessions, the Dean's Office will not normally accept untimely submissions. Acceptable supporting documentation must be provided. Initiating a request for Late Withdrawal does not ensure the concession will be approved.

## Irving K. Barber Faculty of Science Policy on Supporting Documentation for Academic Concessions

Requests for academic concessions must be accompanied by acceptable supporting documentation, or it will not be reviewed. Students must provide original documents in support of requests for academic concessions. Medical documentation must be original, with a signature in ink from the medical professional: we do not accept digital signatures. The documentation must be on letterhead, with complete contact information provided to allow us to contact the office for document authentication.

Student Information		ORIGINAL SUPPORTING DOCUMENTATION REQUIRE				
Student Name:						
Student Number:		Academ (ie. 2019)	nic Session:			
Course Section Drop				Office Use Only		
Date of last attendance	Subject (ie. MATH)	Course # (ie. 100)	Section (ie. 101)	Exam		

Reason for Request:	Please provide a detailed explanation. Emailed submissions will only be processed once original supporting documentation is received.					
Student Signature				Date		
* Email submission of this i	request is accepted in lieu o	f stude	nt signature			
Dean's Office Use	Only					
Request Appro	ved	Req	uest Denied			
Comments:						
		_				
Signature of Dean or I	Designate		Print Name		Date	
Comments and Note	S	Drop			Email - student	
Data Entry		Scan			Student File	
Data Lilliy		Judii			Student file	