



## LATE WITHDRAWAL REQUEST

**Please Note:**

*If you are on a Student Loan and/or have a scholarship/award, this Withdrawal may affect your Student Loan, Financial Awards standing. Please contact Student Financial Assistance and Awards.*

**DIRECTIONSTO STUDENTS:**

- Use this form only if online registration has closed.
- Attach supporting documentation (refer to Policy on reverse side).
- Email completed form to the Faculty of Management Academic Programs Office (fom.bmgt@ubc.ca)

Date:	<input type="text"/>	Student Number:	<input type="text"/>
Student Last Name:	<input type="text"/>	Student First Name:	<input type="text"/>
Student Email:	<input type="text"/>	Session: (e.g.2019W)	<input type="text"/>

Explain in detail reason for withdrawal (**SUPPORTING DOCUMENTATION REQUIRED**)

Student Signature: \_\_\_\_\_

**Term (eg T1 or T2)    Subject (e. g. MGMT)    Course # (e.g. 100)    Section (e. g. 001)    Instructor's Name**

**COMMENTS**

**APPROVAL, Dean or Dean's Designate**

Signature of Academic Lead	Name (please print)	Date	Telephone
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Personal Information ("Information") provided on this form is collected pursuant to section 26 of the *Freedom of Information & Protection of Privacy Act (the "Act")*, R.S.B.C. 1996, c.165 for the purpose of processing your request for late withdrawal. The Information will be used and shared within UBC in accordance with the Act. Any questions regarding the collection of the Information may be directed to the Faculty of Management at fom.reception@ubc.ca.

Copy: Associate Dean / SISC / Student and Professor via email

## **POLICY ON LATE WITHDRAWAL REQUESTS:**

See Academic Concession:

<http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,48,0,0>

Students may request academic concession in circumstances that may adversely affect their attendance or performance in a course or program. Conflicting responsibilities include, but may not be limited to:

- representing the University, the province, or the country in a competition or performance;
- serving in the Canadian military;
- observing a religious rite;
- working to support oneself or one's family; and having responsibility for the care of a family member.

Students wishing to request academic concession from the Office of the Dean must apply as close as possible to the time attendance is adversely affected. In considering these requests or any appeals of decisions on academic concession, the dean's office will not normally take into account untimely notifications.

Before responding to a student's request, the dean or director may require supporting documentation and may also ask the student to formulate and follow an academic plan which would include: a reduction in course load; a commitment to an ongoing program of medical care, counselling services, or support from the Disability Resource Centre; or other appropriate actions. The student's personal circumstances will be taken into account in the development of such plan. Ongoing support from the academic unit may require periodic updates from the student on his/her academic plan and/or the submission of documentation from a treating health professional or other source of personal support. The documentation might be "Statement of Illness" form obtained from [Campus Health](#) or an informative letter from their attending physician, from [Counselling](#), or from another recognized counsellor.

If you wish to appeal the application of a W standing to your transcript, please see the appeals process in the Academic Calendar listed here: <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,53,0,0>

Please contact the Academic Programs Office with any questions or concerns at [fom.bmgt@ubc.ca](mailto:fom.bmgt@ubc.ca).