

SUBMIT APPLICATION FORM TO:
 Renee Leboe, Engineering Advisor
 EME 3229, 1137 Alumni Avenue
 Telephone: (250) 807-8280
 Email: renee.leboe@ubc.ca

DEPT. / SCHOOL DATE STAMP

LATE WITHDRAWAL REQUEST

DIRECTIONS TO STUDENTS:

Print Form

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.

- Use this form only if online registration has closed.
- Complete all relevant sections and obtain appropriate signature(s) as indicated below.
- Attach supporting documentation (refer to Policy on reverse side).
- **Bring completed form to the office of the Engineering Advisor (Office: EME 3229)**

Date:

Student Number:

Student Last Name:

Program: Year:

Student First Name:

E-mail:

Reason for Withdrawal:

Student Signature:

COURSE SELECTION DROP		Instructor / Advisor Approval
Date of Last Attendance	Course Details (e.g. Name, Number, Section, Term)	(Authorizing Signature & Printed Name)

Comments:

WITHDRAWAL FROM THE SESSION:
 (Additional Comments)

POLICY ON LATE WITHDRAWAL REQUESTS:

See Academic Concession - <http://www.calendar.ubc.ca/okanagan/?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 a 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 [Health Campus](#) or an informative letter from their attending physician, from [Counselling](#), or from another recognized counsellor.

OFFICE USE ONLY	
APPROVAL, ASSOCIATE DIRECTOR UNDERGRADUATE STUDIES	Date <input style="width: 200px;" type="text"/>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason for Denial: <input style="width: 500px;" type="text"/>	
Authorizing Signature <input style="width: 300px;" type="text"/>	Print Name <input style="width: 200px;" type="text"/>
FOR ENGINEERING ADVISOR USE ONLY	
<input type="checkbox"/> SIS E-mail Copy Student / cc Professor <input type="checkbox"/> SIS Comments & Notes <input type="checkbox"/> Engineering Advising Office File <input type="checkbox"/> Scan & Digital File	