

LATE WITHDRAWAL REQUEST PROCESS

Students are permitted to withdraw from courses through to the sixth week of the semester by applying using the Faculty's online form. Note that regulations do not permit students to register for less than five (5) courses, unless: you are registering in first Semester of Level II, you are a Direct Entrant or have been granted permission by the Dean to register for more than five (5) courses.

Beyond the sixth week, in the event that students experience significant medical or family difficulties or emergency situations during the semester, students may need to withdraw from one or more classes after the withdrawal deadline.

The late withdrawal petition process through the Dean's Office is designed for students experiencing serious medical or mental health concerns, significant family or personal emergencies, or relocation due to their occupation. For the purposes of this policy, all late withdrawal petitions discussed herein refer to petitions for late withdrawal for medical reasons or personal or family emergencies, as reviewed through the Dean's Office.

Late withdrawal petitions are not automatically granted. Late withdrawals may only be submitted for compelling and substantial circumstances that were not foreseeable by the student during the regular withdrawal period. Late withdrawals are typically granted for serious medical conditions, including mental health concerns, evidence of which must come from the Student Health Services, or significant family or personal emergencies, which will require documented proof of said emergencies. Even severe difficulties beyond the student's control may not be grounds for a late withdrawal unless the circumstances could not have reasonably been foreseen and handled through the normal processes before the final withdrawal deadline. If the student knew of the difficulties before the drop date and decided to stay in classes anyway, then the late withdrawal policies are not designed to reverse this choice. The student should typically be able to demonstrate that he or she was attending classes regularly and making good academic progress until the intervening event occurred. Additionally, the student must be able to show that the intervening circumstances took place after the withdrawal deadline.

If a student's petition for a late withdrawal is granted by the Dean's Office, the student will receive LW's for course grades instead of a letter grade. Please note that a late withdrawal for medical reasons or personal/family emergencies does not refund tuition fees.