

Late Withdrawal Appeal Student Checklist

PLEASE READ CAREFULLY BEFORE PROCEEDING

The University's Late Withdrawal Policy is designed to be fair and equitable, allowing students in graded courses to submit late withdrawal appeals if they have valid reasons such as extenuating or medical circumstances. This policy ensures that all students are treated fairly and have the opportunity to appeal if they have material evidence to support their case.

A late withdrawal will only be considered if the student has not written the final examination, completed an equivalent final assignment, or finished the majority of coursework required to calculate a final grade. Before submitting your appeal, consider the following options:

- i. Have you considered an Incomplete Grade Contract? An incomplete grade contract allows you to complete the course past the official end date and grants you a temporary "I" or incomplete grade. "I" contracts are considered when a student has made sufficient progress to allow for additional time to complete their course requirements past the course end date.
- ii. Are your circumstances extenuating? These situations are unexpected, uncontrollable or beyond your control and have prevented you from completing the course(s). Examples include:
 - * Death of a loved one
 - * Car Accident
 - * Medical Emergency
 - * Incapacitating Illness
 - * Serious personal Illness
- iii. Are you receiving funding for your education through a government student loan, Indigenous band, or other study grant? If you withdraw from a course, this could impact your eligibility for the funding you have. Significantly, it could also affect your eligibility for future scholarships and awards, so carefully considering your decisions is crucial. Before you consider submitting an appeal, you must reach out to [Financial Aid and Awards](#). They can provide the information you need to understand how a withdrawal will impact your funding eligibility.

HOW TO PREPARE A LATE WITHDRAWAL APPEAL

- The appeal should be written in a clear and concise manner and addressed to the Appeals Committee.
- Submitting an appeal is a formal matter and is taken very seriously. It will be better received if you take time to thoughtfully prepare your submission, which should be typed and free of spelling and grammar mistakes.
- Present the facts and answer all the questions that are related to your situation.
- Attach all supporting documentation. For example:
 - If your reasons are medical, have your physician complete the [Medical Certificate form](#).
 - If a death occurred, include a death certificate, obituary, or relevant link.
 - In case of car accident, include an ICBC report that states the date of occurrence.
- Keep a copy of your submission and the supporting documents you submit.

Reference to Course Withdrawal Policy (81).

HOW TO COMPLETE A PDF FORM

- Go to the Forms page and select the form you need to complete.
- Select the gear icon in the top-right corner, then select Download and save it to your local computer drive.
- Fill out the required fields in the form.
- Using "save as" name the completed form to identify it, for example your ID number and what the document is for
- Send the completed PDF file and supporting documentation to Regappeals@ufv.ca as an attachment

AFTER SUBMISSION

1. Once a completed appeal package is accepted, students will receive email confirmation
2. Student's request for a late withdrawal will be forwarded to the Late Withdrawal Appeals Committee for review and consideration.
3. Students should expect to receive a response within approximately 4-6 weeks. The response will be emailed to your UFV student email account.
4. If your appeal is approved, a "W" grade is recorded on your transcript, which is not counted in your UFV grade point average.

APPEAL FOR LATE WITHDRAWAL

The university allows for withdrawal from a course without academic penalty up until completion of 60% of the course. UFV Policy 81 allows a student to appeal to withdraw after the 60% deadline under extenuating circumstances. The Policy defines extenuating circumstances as a situation beyond the student's control that has prevented them from completing a course. Appeals for late withdrawal are considered only after a student has submitted this form, detailed reasons for special consideration, and provided supporting documentation.

Please note: Appeals are to be submitted no later than four months after the end of the semester. If extenuating circumstances prevent the student from requesting the late withdrawal within four months, a rationale for considering the request after the deadline is required.

Only complete submissions will be accepted and reviewed. To ensure your appeal is complete, check all boxes below.

Review the Late Withdrawal Appeal Student Checklist, page 1.

Complete pages 2, 3, and 4.

Include supporting documentation. For medical reasons, fill out and attach a Medical Certificate form.

Submit complete appeal package by email (must be from UFV email account) to regappeals@ufv.ca or by mail to UFV, Office of the Registrar, Abbotsford campus.

IMPORTANT: If you have a student loan, a withdrawal may affect the status of your loan. Please be sure to discuss your withdrawal with Financial Aid & Awards prior to submitting this request.

P E R S O N A L	UFV Student Number	Student's Full Legal Name
	_____	_____
	Telephone Number (with area code)	Semester of Request
	Student's Signature	Date signed

R E Q U E S T E D C O U R S E S	I am appealing to be withdrawn from all registered courses for the semester indicated above <i>Note: All courses must be listed below</i>		
	I am appealing to be withdrawn only from specific courses listed below, for the semester indicated above. <i>Note: Selective withdrawal (staying registered in a course) is only granted in unusual circumstances and only considered by the Committee after the appellant has described how the extenuating circumstances affected some courses and not the others.</i>		
	I am requesting a tuition credit <i>Note: A tuition credit is only granted in unusual circumstances</i>		
	List courses affected by this request		
CRN	Course	Last Date Attended/Logged in	

FREEDOM OF INFORMATION/PROTECTION OF PRIVACY. The information on this form is collected under the authority of British Columbia's Freedom of Information and Protection of Privacy Act [(RSBC 1996) chapter 126] and the University Act. This information is used only in making a decision on the request for course withdrawal for extenuating circumstances. If you have any questions about the collection and use of this information, contact the Enrolment Services Manager at 604-854-4501 or reginfo@ufv.ca

OFFICE USE ONLY

DECISION:	Date Received
YES	NO
Name	
Signature	



Abbotsford
33844 King Rd
Abbotsford, BC
V2S 7M8

Fax: 604.853.0138
Email: regappeals@ufv.ca



If you are selecting to drop one course and not others, explain how your circumstances affected only the one course?

What were your extenuating circumstances and when did they occur?

How did your circumstances prevent you from completing the course(s) and/or cause you to miss the withdrawal deadline?



Did you talk to your instructor regarding your situation and what was the result?

If your request is for a course that ended more than four months ago, what prevented you from submitting your appeal within the four month timeframe?