



REQUEST FOR COURSE WITHDRAWAL UNDER EXTENUATING CIRCUMSTANCES

There are a variety of reasons why a student may wish to withdraw from their studies. Before doing so, students should seek support to help determine the impact of a voluntary withdrawal and/or withdrawal under extenuating circumstances (WE).

Students are responsible for familiarizing themselves with the stated withdrawal deadline for the term and are expected to voluntarily withdraw themselves online if seeking a course withdrawal prior to the stated deadline. Only those circumstances that are unexpected, extenuating, or beyond the student's control and that arise after the stated withdrawal deadline should necessitate a WE. Only in rare circumstances will a partial withdrawal be considered. Students requesting a partial withdrawal will be required to provide additional justification in support of their partial request.

For complete information, refer to Policy ST13 and its associated procedures, available at: kpu.ca/policies

How to complete your request

To request a course withdrawal under extenuating circumstances, complete this form and provide complete documentation specifically in support of your request.

WE requests may be submitted following the voluntary withdrawal deadline, up to 30 days after the term or instructional cycle and date.

Requests are treated very seriously; fraudulent or trivial requests may be subject to University conduct policies (kpu.ca/policies) and regulations set out in the University Calendar (kpu.ca/calendar).

- 1) Complete Parts I, II and III below
- 2) Attach complete documentation to support your request (in English – official translations must be provided). Acceptable documentation includes, but is not limited to:
 - ✓ KPU's Health Care Provider Statement (accompanied by relevant documentation in support of the request)
 - ✓ Death certificate or an obituary from an authoritative source
 - ✓ Supporting information from a counsellor, instructor, or Indigenous Elder

The University will endeavor to consult with parties that have information material to a student's WE request.

Requests submitted without supporting documentation will be denied.

- 3) Submit your request in person to Student Enrolment Services; by email to registrar@kpu.ca from your KPU email account; or by mail to: *KPU Office of the Registrar, 12666 72 Ave., Surrey, B.C., V3W 2M8*
- 4) Students will receive notification in writing regarding the outcome of their request.
NOTE: Approval of a course withdrawal does not result in a tuition adjustment.

Part I – Student Information

Student ID	Last name	First name
KPU email address	Phone	Do you have a student loan?
Term Fall Spring Summer	Year	Student signature

Part II – Reason for the Request

Provide a specific explanation leading to your request for a withdrawal under extenuating circumstances.
Attach separate sheet if necessary.

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Part III – Course(s) you wish to be withdrawn from

Course (subject and number)	CRN	Last date attended
Course (subject and number)	CRN	Last date attended
Course (subject and number)	CRN	Last date attended
Course (subject and number)	CRN	Last date attended
Course (subject and number)	CRN	Last date attended
Course (subject and number)	CRN	Last date attended
Course (subject and number)	CRN	Last date attended

Office Use Only

Adjudicator's Name		Adjudicator's Signature	
Adjudicator's decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/>		Decision Date	
Comments			
Date received:	Received by:	Date logged:	Date processed: