

LATE WITHDRAWAL REQUEST

Withdrawals after the two-thirds mark are considered late withdrawals and may be accepted at the discretion of the Associate Registrar. Late withdrawals will be considered **up to two months** from completion of the course. Students must complete this form and include a personal statement, timeline, and rationale for your request.

In the event of a demonstrated extenuating circumstance – such as death in the immediate family, a student’s illness or accident, serious emotional distress, or an error on the part of the University – a student may be able to withdraw without academic penalty from a course or a program after the deadline.

To request a late withdrawal from your course(s), complete all unshaded sections below, attach a personal statement, timeline, and rationale supporting your request and email all documentation to registrations@yukonu.ca, or drop it off at the Office of the Registrar.

LAST NAME: _____

FIRST NAME: _____

STUDENT NUMBER: _____

PROGRAM: _____

TERM Fall/ Winter/Spring/Summer	CRN (5 digit number; begin with 1, 2, 3 or 9)	Subject & Course Number (i.e. ENGL 100)

Please attach any documents you consider necessary to support your request (i.e., doctor’s note, letter from a counsellor or elder)

- I have discussed my withdrawal with a faculty advisor/program coordinator.

I have attached:

- Personal statement, which includes timeline of events leading up to this request
- Supporting documentation from medical professional, counselor, or First Nations elder
- Rationale for this request

Signature of Student

Date

INTERNAL USE ONLY

- Approved Not Approved Comments:

Signature of Registrar or Designate

Date