



RECORDS, REGISTRATION + ADVISING
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UNDERGRADUATE REQUEST FOR COURSE WITHDRAWAL: FALL or SPRING SEMESTER
 (REMAINING REGISTERED IN THE SEMESTER)

DEADLINE TO SUBMIT WITHDRAWAL REQUEST	REFUND/GRADING POLICY
After the semester add/drop deadline →	No refund, W grade assigned
After the withdrawal deadline →	No refund, F grade assigned

Specific deadline dates can be found on the Academic Schedule on the Emily Carr Connect website: connect.ecuad.ca/student-services/schedule

Non-attendance does not indicate withdrawal. Failure to submit a withdrawal request will result in an F grade being assigned with no refund issued. Students on financial assistance (i.e. student loan) who are dropping to less than 9 credits should see the Financial Awards Advisor to discuss the implications to their student assistance eligibility.

STUDENT INFORMATION

Student Name: _____ Student Number: _____

Last Date of Attendance: _____ Email: _____

COURSE INFORMATION

COURSE CODE (i.e. AHIS-200)	SECTION (i.e. F001)	COURSE NAME	FACULTY NAME

MAIN REASON FOR WITHDRAWAL (CHECK ONE)

- Family Circumstances
- Financial
- Emotional
- Physical
- Conflict with instructor
- Course does not meet expectations
- Course too challenging
- Course not challenging enough
- Need to lighten course load

Other, please specify: _____

Student Signature: _____ Date: _____

OFFICE USE ONLY

Authorizing Signature: _____ Date: _____

Copy to Financial Services Tuition Refund: No Yes