



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/studentservices/schedule](http://connect.ecuad.ca/studentservices/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: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*I am currently receiving financial aid (ie. student loans):      No      Yes      **\*If yes, please see Financial Aid and Awards or e-mail [finawards@ecuad.ca](mailto:finawards@ecuad.ca) before submitting this form.**

**COURSE INFORMATION**

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

**MAIN REASON FOR WITHDRAWAL (CHECK ONE)**

- |                                               |                                                            |                                                        |
|-----------------------------------------------|------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Family Circumstances | <input type="checkbox"/> Physical                          | <input type="checkbox"/> Course too challenging        |
| <input type="checkbox"/> Financial            | <input type="checkbox"/> Conflict with instructor          | <input type="checkbox"/> Course not challenging enough |
| <input type="checkbox"/> Emotional            | <input type="checkbox"/> Course does not meet expectations | <input type="checkbox"/> 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