

## Request for Withdrawal Under Extenuating Circumstances (WE)

**Return this form**

Please return this completed form and supporting documents to the Office of the Dean of Graduate Studies, MBC 1100, Simon Fraser University.

*Please retain a copy of this form for your files.*

**Freedom of Information and Protection of Privacy**

The information on this form is collected under the authority of the *University Act* (RSBC 1979, c.419). This information is needed and will be used to update your student record. If you have questions about the collection and use of this information, contact the Director of Records and Registration, Office of the Dean of Graduate Studies, 778-782-3224.

DEAN OF GRADUATE STUDIES OFFICE ONLY

Date received

*Distribution: original to Senate and Graduate Studies; copy to student file; student applicant must keep own copy.*

To withdraw under extenuating circumstances, please complete this form and provide supporting documentation as soon as possible after your extenuating circumstances arise. Please see following pages for additional guidelines.

The granting of a withdrawal under extenuating circumstances is at the discretion of Simon Fraser University. All available information, including the student's performance during the term, will be considered. If you need to withdraw from multiple terms, please use a separate form for each term.

**STUDENT INFORMATION**

M	First name	Surname
Student number		Email
Phone		Cell phone
Degree (eg. MA, PhD)		Department
Date of request		Withdrawal term

**SEMESTER INFORMATION**

Withdrawal from all courses in this term

Please list all courses from which you would like to be withdrawn in the term specified above.

Course number	Name of instructor

Have you received any scholarship, bursary, work-study or student loan funding from SFU for the term in which you are requesting withdrawal?

YES  
 NO

Signature of student

Date

**APPROVALS**

Name of Senior Supervisor

Signature

Date

Name of Graduate Program Chair

Signature

Date

DEAN OF GRADUATE STUDIES OFFICE USE ONLY

**WE request is**  Approved  Denied

Tuition amount refunded

Signature, Office of the Dean of Graduate Studies

Date

## Guidelines for Applying for Withdrawal Under Extenuating Circumstances

Office of the Dean of  
Graduate Studies  
MBC 1100  
Simon Fraser University  
8888 University Drive  
Burnaby, BC  
V5A 1S6

778-782-3042  
Fax 778-782-3080

gradstudies@sfu.ca  
www.sfu.ca/grad

Complete withdrawal applications are usually reviewed within two weeks.

### Step 1:

Review criteria for extenuating circumstances in Graduate General Regulation 1.8.3:

Under extenuating circumstances, a student may withdraw from a course without academic penalty during the tenth to the 12th week of classes. Such circumstances must be beyond the control of the student (e.g., medical or financial crisis); under such circumstances, therefore, 898 (Master's Thesis Research), 899 (PhD Research) or a similar course may be added, as appropriate. Permission of the senior supervisor and the chair of the graduate program committee are required.

You may also wish to seek assistance from your department's graduate program staff.

### Step 2:

Submit your completed application package to the Office of the Dean of Graduate Studies. Completed applications include:

- The signed form "Request for Withdrawal Under Extenuating Circumstances (WE)." Please include your current SFU email account as you may be contacted for additional information.
- A personal letter indicating why you are applying to withdraw.
- Any documentation you believe relates to your request for a withdrawal and supports your application. Examples might include (and these should be original dated documents on letterhead where appropriate, not photocopies):
  - A letter from the attending health-care provider indicating the nature of the illness and the time frame — we recommend you use the Health Care Provider Statement available at <http://students.sfu.ca/content/dam/sfu/students/pdf/healthcare-statement-withdrawal-extenuating.pdf>. Doctor's notes are often too brief and may not provide the necessary information we require to assess your situation.
  - A letter from your employer dated and on letterhead, indicating the change in your employment status.
  - Documents supporting travel plans for attending family emergencies.
  - Letters from your parents or family may be included but will not be considered as sufficient evidence on their own.

Please make copies of all of your attached documents for your own records.

### Step 3:

Applications are usually reviewed within two weeks though at peak times during the term it can take longer.

When a decision has been made, you will be sent an email. Please ensure that the university has your current address on the Student Information System and check your SFU email regularly.

### Important

1. You should continue to attend classes and complete course requirements pending a decision on your application.
2. Applications submitted during the latter part of the current term should include an indication that you have consulted with the instructor to explore alternatives that would allow you to successfully complete the course.