

WITHDRAW WITH PERMISSION REQUEST

REQUEST DETAILS (TO BE COMPLETED BY THE STUDENT)

Please review the [information and instructions](#) included with this form and the Office of Graduate Programs [website](#) prior to completing this form.

Student ID: _____ First Name: _____ Surname: _____
Email: _____@unbc.ca Program of Study: _____
Admit Date: _____ Student Status: Full-time Part-time Student Type: Domestic International
Semester of withdrawal: _____
Reason for withdrawal _____

List any scholarships, assistantships, grants or stipends that you currently hold:

Student Signature: _____ Date: _____

SUPERVISOR(S) AND CHAIR APPROVAL

Supervisor Name: _____ Signature: _____ Date: _____
Co-Supervisor Name: _____ Signature: _____ Date: _____
Chair's Name: _____ Signature: _____ Date: _____

INFORMATION AND INSTRUCTIONS FOR COMPLETION

General Information

Purpose

This form is used for voluntarily withdrawing from a graduate program.

Deadline

The deadline for submission is **2 weeks prior to the start of the semester of withdrawal.**

Registration Information

If you have registration in the semester of your withdrawal, please **include a [registration drop form](#) with this request.**

Late forms

A request for withdrawal with permission received after the start of the semester is assessed based on the date received, subject to the deadline to drop or withdraw from courses. **Deadlines can be found [here](#).** Please note that requests to withdraw in a current semester for exceptional reasons that are submitted after the add/drop period and approved do not result in a refund of tuition and fees.

Eligibility for Voluntary Withdrawal (with permission)

Students must be in good standing to voluntarily withdraw from their program. Students on a continuance review or who obtain a semester GPA below 3.00 in their final completed semester before the requested date of withdrawal (which would normally result in a continuance review) will not be permitted to withdraw with permission. Any DEF grades need to be addressed before a request can be approved (either via completion of the outstanding material or via a request for extenuating withdrawal from coursework).

Requests will not be processed if there are outstanding fees owing on account or registration/grading issues.