



REQUEST FOR COURSE WITHDRAWAL UNDER EXTENUATING CIRCUMSTANCES

Submit from your KPU student email account to registrar@kpu.ca

There are a variety of reasons why a student may wish to withdraw from their studies. Before doing so, students should seek support to help determine the impact of a voluntary withdrawal and/or withdrawal under extenuating circumstances (WE).

- Students are responsible for familiarizing themselves with the stated [withdrawal deadline](#) for the term.
- Students should voluntarily withdraw themselves online if seeking a course withdrawal prior to the stated deadline.
- Only those circumstances that are unexpected, extenuating, or beyond the student's control that arise after the stated withdrawal deadline, or that prevented a student from withdrawing before the stated withdrawal deadline, should necessitate a withdrawal under extenuating circumstances.
- Students requesting a partial withdrawal request will be required to provide additional justification in support of their partial request.

For complete information, refer to [Policy ST13](#) and [procedures](#).

How to Complete Your Request

A WE request may be submitted following the voluntary withdrawal deadline, up to 45 days after the term.

Attach all relevant documentation to support your request. Acceptable documentation* includes, but is not limited to:

- [KPU's Health Care Provider Statement](#);
- Death certificate or an obituary from an authoritative source;
- Supporting information from a counsellor, instructor, or Indigenous Elder.

* All documentation must be in English or translated and notarized.

The University may consult with relevant parties for further information as related to the student's WE request. **Requests submitted without supporting documentation will be denied.**

Requests are treated seriously; fraudulent or trivial requests may be subject to University conduct policies (kpu.ca/policies) and regulations set out in the University Calendar (kpu.ca/calendar).

NOTE: Approval of a course withdrawal does not result in a tuition adjustment. For complete information, refer to [FM8 policy](#) and related [procedures](#).

Part I – Student Information

Student ID	Last name	First name
KPU email address	Phone	Do you have a student loan?
Term <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer	Year	Student signature

Part II – Reason for the Request

Provide a specific explanation leading to your request for a withdrawal under extenuating circumstances. Attach separate sheet if necessary.

Empty space for providing a specific explanation leading to the request for a withdrawal under extenuating circumstances.

Part III – Course(s) You Wish to Be Withdrawn From

Course (subject and number)	CRN	Last date attended
Course (subject and number)	CRN	Last date attended
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