

Request for Retroactive Withdrawal from a Course

IMPORTANT:

We understand that circumstances may arise in a student's life that make it difficult or even impossible to withdraw from a course prior to the official deadlines. We will consider your request under these conditions.

Please submit your request to the Student Services Centre. The Committee's decision will be communicated to you by email. Please note that all correspondence must be done via your uOttawa email account*.

IMPACT OF COURSE WITHDRAWAL ON YOUR OTHER SERVICES
Financial Aid and Awards

If your academic status changes from full time to part time, you may no longer be eligible for financial aid and you may not be able to renew scholarships for the next term. For more information, please contact [Financial Aid and Awards](#).

Housing

Dropping courses does not cancel your room reservation or residence agreement. To learn how to cancel a room reservation, or how to obtain an early termination, please consult the [Housing Service](#) website.

CO-OP program

Dropping a course could have an impact on the sequence of courses and placements that you must follow as a CO-OP student, as well as on your student status (from full time to part time). It's important to contact your faculty to determine the impact of dropping a course on your CO-OP sequence. For more information, contact the [CO-OP office](#).

Surname		First name	
Student number		uOttawa email	
Course code & section	<i>(ex. ADM1300 A00)</i>	Term & year	<i>(ex. Fall 2020)</i>
Course code & section		Term & year	
Course code & section		Term & year	
Course code & section		Term & year	
Course code & section		Term & year	
Course code & section		Term & year	

****What are your reasons for requesting for a course withdrawal after the official deadlines? Max. 30 words**

Have you discussed this request with an Academic Specialist? If yes, with whom and on which date?	Academic Specialist	Date
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Justification of request

Use a maximum of two additional pages to clearly and concisely justify your request. Please mention of whether you're just requesting a course withdrawal or a course withdrawal with reimbursement.

Supporting official documents (please submit with this form)

Medical certificate Other (please list below)

Date	Signature**
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**If you are sending your request by email via your uOttawa account, please include your name and student number in the message.

For internal use only

Date received		<input type="checkbox"/> Granted <input type="checkbox"/> Refused
Preparation		Reason for refusal
Committee date		
Notes		
Message to student		
Comments		