



PETITION for COURSE WITHDRAWAL WITH CAUSE

Students are expected to complete all courses in which they are registered. However, if a serious illness or other extenuating circumstance beyond the control of the student impedes their ability to complete a course within its prescribed timeframe, the student may petition for a “Withdrawal with Cause” and receive a grade of WC (no grade point value). Petitions for a Withdrawal with Cause are submitted to the Registrar and reviewed and approved by the Dean.

Petitions for Withdrawal with Cause will only be considered when:

1. Circumstances beyond the student’s control, such as a serious illness or other extenuating circumstance, make it impossible for the student to complete the course. A petition for Withdrawal with Cause will not be considered for reasons of unsatisfactory academic performance.
2. The extenuating circumstance cannot be adequately accommodated by granting the student a course extension (see Course Extension Policy).
3. The deadline for withdrawing with a W has passed (see below), and the student initiates their petition for a Withdrawal with Cause before the final assignment due date.

COURSE WITHDRAWAL: ACADEMIC

Students who wish to withdraw from a course must notify the Registrar’s Office in writing (st.stephens@ualberta.ca) by the dates specified below.

Action / Grade	Length of Course Session				
	60 days or less	61-120 days (~2-4 months)	121-180 days (~4-6 months)	181-240 days (~6-8 months)	241+ days (~8+ months)
	Withdraw by:				
Registration Delete (no academic record)	End of first day of course	7 days after course start date	7 days after course start date	30 days after course start date	30 days after course start date
Withdrawal (Grade of W)	30 days after course start date	30 days after course start date	60 days after course start date	90 days after course start date	120 days after course start date
Withdrawal with Cause (Grade of WC)	Withdraw with cause anytime between the “Withdrawal (Grade of W)” deadline and the final assignment due date. Granted only in cases of serious illness or other extenuating circumstances (documentation required).				

If the petition is successful, a grade of WC will be assigned for the course, and no percentage grade will be assigned or included in the student’s overall grade point average. A grade of WC does not count toward the student’s overall GPA. If the course is a program requirement, the student will need to re-take the course at a future time.

STUDENT INFORMATION

Student Name	
Student Program	
Email	
Course Number and Title	
Course Dates	
Final assignment due date	
Instructor’s Name	

<p>Circumstances that occasion the Withdrawal with Cause petition</p> <p>Attach additional pages or background documentation if needed. Documentation submitted to support a petition on medical grounds must contain: student's name, complete contact information for the physician or nurse practitioner, and a clear statement by the physician or nurse practitioner confirming the student's inability to perform his or her academic duties, with start and end dates (but without medical specifics).</p>	<p>I was unable to complete course requirements for the following incapacitating reason(s):</p>	
<p>Statutory Declaration</p>	<p><i>I make this statement conscientiously, believing it to be true and knowing that it is of the same force and effect as if under oath. I am also aware that this statement will remain in my permanent academic file and that repeated such requests may invite investigation as to their authenticity.</i></p>	
<p>Student Signature</p>		<p>Date:</p>

OFFICE USE		
<p>Withdrawal with Cause Granted:</p>	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	<p>Reason:</p>
<p>Dean Signature:</p>		<p>Date:</p>
<p>Student, Instructor and Department Chair notified of decision by Registrar:</p>	<p>Registrar Initial:</p>	<p>Date:</p>

Effective June 1, 2020