



# Course Withdrawal Continuing, Distance, and Corporate Training

Policy Reference: [AC.3.1.1](#)

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Please complete sections A to C.

## A) Personal Information

			Student ID Number		
Last Name		First Name		Middle Name	
Address			City		Province
Preferred Number	Home Cellular Business	Alternate Number		Home Cellular Business	Postal Code
Email Address					

## B) Course Withdrawal

Course Type			Withdrawal Course(s) from Term			
Continuing Education		Distance Education	Fall (Sept - Dec)	Winter (Jan-Apr)	Spring (May-June)	Summer (July-Aug)
CRN	Course Code	Section	Course Name		Course Start Date	

## C) Student Acknowledgement

It is recommended that you meet with your academic chair/coordinator before withdrawing to ensure you have course availability and/or the prerequisites for future course registration

<p><b>Withdrawal from a Subject</b> - A student who wishes to receive a W grade from a subject/course:</p> <ul style="list-style-type: none"> <li>Must withdraw prior to completing 70 per cent of the course, based on the course end date.</li> <li>Must complete and submit the form to the Office of the Registrar prior to the withdrawal deadline (see dates to remember) to receive a withdrawal "W" grade.</li> <li>Understands that a withdrawal from a course is considered an attempt. Refer to AC.3.1.1 for details on repeats.</li> <li>Understands by signing the form without an Academic Chair signature accepts consequences for future registrations.</li> <li>Understands that withdrawing after the withdrawal deadline, may receive a grade based on course completed work.</li> </ul>	
Student Signature	Date

## FOIP Statement

The personal information you provide on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process a request for course withdrawal. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at 403.284.8748.

Records updated by	Date
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