

SUBMIT ALL DOCUMENTATION TO: Office of the Registrar, Box 5002, North Bay, ON P1B 8L7; Fax: (705) 495-1772; E-mail: [petitions@nipissingu.ca](mailto:petitions@nipissingu.ca)

**\*\*This form must accompany the Academic Petition Form and Personal Letter for late withdrawal requests.**

### Student Information

STUDENT NUMBER	NAME
DAYTIME PHONE NUMBER	NIPISSING UNIVERSITY STUDENT E-MAIL ADDRESS

### Course Information

Term	Subject	Course Number	Section	Course Title

#### Indicate Reason(s) for Request for Late Withdrawal:

- Never Attended (*provide instructor's recommendation indicating "Student never attended"*)
- Personal Illness (*provide completed Attending Physician's Statement*)
- Personal and/or Family Problems (*provide a description of problems and verification by Counselling and Student Accessibility Services, attending physician, clergy, police, etc.*)
- Other (*provide written statement of problem; verification from appropriate sources*)

### Recommendation of Course Instructor (to be completed by Instructor)

**IMPORTANT: The course instructor's recommendation is required in order for this request to be considered by the Undergraduate Standing and Petitions Subcommittee.**

Course Instructor's Name (please print)

Course Instructor's Recommendation

Course Instructor's Signature

Date

*\* Instructor please note: Verification of approval from the Office of the Registrar may follow via e-mail.*

**Note:** Poor academic performance in a course(s) is not grounds for late withdrawal. Late withdrawal circumstances typically refer to unforeseen circumstances which interrupted academic study. Student must clearly state in Personal Letter why they were unable to withdraw from the course prior to the University-established deadline.

The Late Course Withdrawal form refers only to the academic transcript, and does not release students from the financial obligations related to the course(s). Students who received financial aid should be aware that withdrawing may adversely impact financial aid. Inquiries related to financial aid should be directed to the Financial Aid office prior to the submission of the petition.

#### For Office Use Only

Verified by:

Date

**PRIVACY:** Personal information in connection with this form is collected under the authority of the Nipissing University Act, 1992 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions regarding the collection, use and disclosure of this information by the University, please contact the Registrar's Office, Nipissing University, Box 5002, North Bay ON P1B 8L7, (705) 474-3461, ext. 4521.