

Arts & Science Program

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**REQUEST FOR LATE WITHDRAWAL**

**This form must be submitted no later than the last day of classes for the Term**

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| **Name:** | **Student No:** |
| **Email:** | **Level:** |
| **Reason for request** (e.g., fallen irretrievably behind):  **NOTE: This request will not be considered until you have met with Shelley or Rebecca.** | | |

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| **COURSE CODE**  (e.g., ARTSSCI 1A03) | **TERM** | **INSTRUCTOR** | **DATE & TIME OF FINAL EXAM OR EQUIVALENT** |
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**You must read the following important information, check each box, and sign below:**

Requests for Late Withdrawal cannot be made in courses for which the final exam (or equivalent) has been attempted or completed. This also includes courses where a final grade has been assigned (e.g., clinical courses). Such requests will be cancelled or revoked if it is determined that I attempted or completed the final exam (or equivalent).

I cannot use the Late Withdrawal option for courses in which I am under investigation or for which I have been found guilty of academic dishonesty.

I understand that if Late Withdrawal is granted, I cannot re-enter this course in the same Term and/or complete the final exam (or equivalent).

I understand misrepresentation of my academic situation may result in charges of academic dishonesty.

Course(s) approved for Late Withdrawal will be:

* Assigned a non-numeric grade of LWD, in lieu of an alpha/numerical grade.
* Excluded from the calculation of the GPA.
* Ineligible for tuition refund. (You are responsible for understanding how this late withdrawal will affect OSAP and scholarships.)
* Restricted to a maximum of 18 units during an undergraduate degree.

The full *Late Withdrawal* Policy may be found in the *General Academic Regulations* section of the Undergraduate Calendar.

**Student Signature:**  **Date:**

The information gathered on this form is collected under the authority of the McMaster University Act, 1976, and according to the University’s Notice of Collection, Use, and Disclosure Statement (<https://secretariat.mcmaster.ca/privacy/notice-of-collection-use-and-disclosure/>).

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| **FOR OFFICE USE ONLY**  Approved  Denied **Date Received:**  **Comments:**  **Authorizing Signature**: **Date:** |