



REGISTRAR'S OFFICE
3000 College Dr. S
Lethbridge Alberta T1K 1L6
Tel. 403-320-3323
Fax 1-888-819-9803

PETITION FOR WITHDRAWAL WITH CAUSE

Student I.D.

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Birthdate

Y	Y	Y	Y
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M	M
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D	D
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Last Name

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First Name

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Middle Initial

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Program

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Petition Submission Date

Y	Y	Y	Y
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M	M
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D	D
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Is this your first petition for a withdrawal with cause from Lethbridge College?

☐ No ☐ Yes → Term(s): _____

☐ Supporting Documents attached (i.e. medical note, jury summons, death certificate)

A note from a Canadian Licensed Medical Physician is required and must be attached if withdrawal is for medical reasons.

Address Is this a change of address? ☐ Yes ☐ No

Street / Box No. _____

City _____ Prov. _____ Postal Code _____

Telephone No. (_____) _____ - _____

The purpose for this petition is to request a withdrawal for cause from current term courses for medical reasons, the death of immediate family member, required military service, or for other documented reasons that prevent a student from completing term courses. A withdrawal with cause, if approved, is for **all** registered course(s) in a term. Consideration will be given only when the reason(s) for the request makes it unreasonably difficult to complete the current term. **Withdrawing from all courses will result in withdrawal from the entire program.** Under certain circumstances approval may be granted by the Registrar for withdrawal from less than the full course-load (attach a completed course add/drop form).

The completed form is to be submitted to the Registrar's Office by the last day of classes for the term.

This petition does not alter or waive a student's responsibility from paying tuition and other fees. **No tuition refund will be issued from Lethbridge College.**

If you are receiving or have received funding assistance for the academic year from which you are withdrawing, please contact the Student Awards Office or your funding agency to determine the effect of a withdrawal with cause from all or one of your courses.

If you are an international student, please contact the Advising Office on campus for information regarding your study status.

If you currently reside in campus residence, please contact the Residence Life office to determine the impact of a withdrawal with cause.

Students who withdraw from all classes may no longer have access to college services including the library, computer labs/commons, and Recreation Services.

The student will be notified in writing of the decision to grant or deny the petition for withdrawal with cause. If a withdrawal with cause is granted, notification will be sent to the Records Department for a grade assignment of WC- Withdrawal with Cause.

Please note that an individual may request to return to Lethbridge College from a withdrawal with cause in subsequent terms by submitting a Return to Program form if absence is not more than one term. If absence is longer than one term an application to the program will be required under the current/presiding Academic Calendar. The standard application fee will apply.

REASON FOR WITHDRAWING: _____

Student Signature: _____

Freedom of Information and Protection of Privacy Notification

The personal information requested on this form is collected and protected under the authority of the Post-secondary Learning Act of Alberta and the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your information will be used to process your request for withdrawal from a program, and for uses consistent with this purpose. Questions can be directed to records@lethbridgecollege.ca.

FOR OFFICE USE ONLY

DATE PETITION SUBMITTED: _____ RECEIVED BY: _____ FOR TERM: ☐ Fall___ ☐ Winter___ ☐ Summer___

☐ APPROVED ☐ NOT APPROVED REGISTRAR: _____ DATE: _____

☐ GRADE CHANGE ☐ STUDENT LETTER ☐ STUDENT EMAIL PROCESSED BY: _____ DATE: _____

Withdrawal with Cause Process

Policy 2.18 – Grading – Policy Statement

“WC: (Withdrawal with Cause) - Assigned by the Registrar based on presentation of official documentation (typically a medical note from a licensed Canadian medical doctor) regarding the student's inability to continue in classes after the allowable withdrawal period. Grade Points: Nil (not included in GPA calculation)

Process

The “withdrawal with cause” petition is available to students after the extended drop period. A Petition for Withdrawal with Cause form must be completed and submitted to the Registrar’s Office, with supporting documents attached, prior to the final day of instruction for the course(s).

Where the Registrar denies the Petition, the instructor assigns the appropriate grade. The student may appeal the grade as outlined in Grading Procedures Appendix A Part G - Academic Final Grade Complaint Resolution and Appeal Procedures.

The result of the petition review will be communicated to the student, to the Associate Dean, Program Chair and to other relevant parties as required by the Registrar’s Office (Records).

The WC grade(s) will be assigned through the Registrar’s Office (Records). A Services For Learners letter will be forwarded to the student by the Registrar’s Office (Records).

White Copy: Registrar’s Office

The Program Chair and Associate Dean will be advised of the request for faculty communication purposes.

Yellow Copy: Program Chair

Pink Copy: Student