ACADEMIC POLICY APPEAL APPLICATION

Dropping a Course or Withdrawing from a Semester Retroactively

The Academic Policy Appeals process operates according to the principle that students have the responsibility to read the NSCAD University calendar, Guides to Program, timetables, and other program related information and to become familiar with academic policy requirements. These include following course add / drop deadlines and procedures.

Appeals to policy may be considered by the Academic Policy Appeals Committee in cases where exceptional circumstances warrant. In each case, the onus is on the student to provide documentation to support the appeal.

Student Name: ___________________________  Student ID# ____________

Please outline the circumstances regarding your request and attach any supporting documents that will assist the committee in making a decision. (use back of form if necessary)

Student Signature: _______________________________  Date: ________________

DROPPING A COURSE AFTER THE “LAST DAY TO DROP” ______  RETROACTIVELY WITHDRAWAL FROM A SEMESTER ______

Semester: Fall __  Winter __  Summer __  Requesting Drop Date Be Adjusted to (date): ____________

Course Code: _____________  Course Title: ______________________________________

Course Code: _____________  Course Title: ______________________________________

Course Code: _____________  Course Title: ______________________________________

Course Code: _____________  Course Title: ______________________________________

Course Code: _____________  Course Title: ______________________________________

Course Code: _____________  Course Title: ______________________________________

Application for appeal to drop a course after the last day to drop deadline or to retroactively withdrawal from a semester may be submitted within 12 months (or up to one calendar year) from the release of grades for that semester with the provision of appropriate documentation. Documentation may include medical certificate, letter of support from faculty or other. The committee considers serious illness or injury of student or serious illness or death of a close family member during a semester as circumstances beyond their control.
# ACADEMIC POLICY APPEAL APPLICATION

## Dropping a Course or Withdrawing from a Semester Retroactively

### RESULTS OF APPEAL

The Academic Policy Appeals Committee has reviewed the appeal for **Student ID# ____________________**

**Decision:** Approve ___ Not Approve ___

**Course(s):** __________________________________________________________

**Total Credits:** ________

**Reason:** Compassionate ____ Medical ____ Other ____

Decision requires review from Department of Finance ____

Recommendation to Finance: ________________

(% Refund)

____________________________________________

Signature Registrar ________________________

Internal Reference

Adjustment made to student academic record _____ Student Notified _____

(Staff Initial) (Staff Initial)