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## 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.

ALL RELEVANT SECTIONS OF THE FORM MUST BE COMPLETED IN ORDER FOR THE COMMITTEE TO REVIEW THE APPEAL. In cases that relate to a medial circumstance please provide appropriate documentation from a qualified practitioner.

Student ID# \_\_\_\_\_

Please outline the circumstances regarding your request and attach any supporting documents that will assist the	ē
committee in making a decision.	

## DROPPING A COURSE AFTER THE "LAST DAY TO DROP"\_\_\_\_\_

RETROACTIVELY WITHDRAWAL FROM A SEMESTER \_\_\_\_

Semester: Fall	Winter	Summer	Requesting Drop Date Be Adjusted to:
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 <u>may be submitted within 12 months</u> (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 <b>Student ID#</b>					
Decision: Approve Not Approve					
Course(s): Total Credits:					
Reason: Compassionate Medical Other					
Decision requires review from Department of Finance Recommendation to Finance: (% Refund)					
Sig Internal Reference					
Adjustment made to student academic record Student Notified (Staff Initial) (Staff Initial)					