

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 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: _____

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.**

