Withdrawal Form (Use a separate form for each term of Fall/Winter or Spring/Summer)

Instructions

1. Use this form to withdraw from courses after the Add/Drop deadline in each term. You may provide direction to delete your courses for the next term if you have not already dropped them using Bear Tracks at [https://www.beartracks.ualberta.ca](https://www.beartracks.ualberta.ca)

2. Refer to the Academic Schedule in the current Calendar for applicable withdrawal deadlines. Withdrawing from a course after the published withdrawal deadline will result in the assignment of a grade based on work completed.

3. Signatures, as appropriate, are required in Sections C, E, F, and G. Refer to instructions in each section. Undergraduate students return this form to the Office of the Registrar and Student Awards after the signatures have been obtained. Graduate Studies and Research students return this form to the Faculty of Graduate Studies and Research.

4. Students may not reregister, for credit or audit, more than once in any University course in which they have received a final grade of W except for reasons deemed sufficient by the dean or designate of the Faculty in which they are enrolled.

### A Personal Information

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Surname on Record</th>
<th>Other Names in Full</th>
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<tr>
<th>Street Address, Apartment Number, Box Number</th>
<th>City or Town</th>
<th>Province</th>
<th>Postal Code</th>
<th>Phone</th>
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Note: Ensure your address is current. You may update your address using Bear Tracks at [https://www.beartracks.ualberta.ca](https://www.beartracks.ualberta.ca)

### B Program Information

Enter the information pertinent to the term from which you are withdrawing.

<table>
<thead>
<tr>
<th>Faculty (e.g., Arts, Science)</th>
<th>Degree (e.g., BA, BEd, BSc, MSc, PhD)</th>
<th>Department/Specialization (if applicable)</th>
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Check one:

- ☐ F Fall Term (Sept – Dec) 20____
- ☐ Sp Spring Term (May – June) 20____
- ☐ W Winter Term (Jan – Apr) 20____
- ☐ Su Summer Term (July – Aug) 20____

### C Course Information

Enter the course(s) from which you are withdrawing. Make only one entry per course (do not include labs or seminars if a lecture section exists).

#### Notes
- Departmental approval (signature) is required to withdraw from courses offered by the following Faculties and Departments: Art and Design (excluding ART H); Chemistry; and Education (Field Experiences).
- Instructor approval (signature) is required to withdraw from courses offered by Augusana Faculty.

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course Abbreviation</th>
<th>Course Number</th>
<th>Section Type</th>
<th>Section No</th>
<th>Term F</th>
<th>Term W</th>
<th>Term Sp</th>
<th>Term Su</th>
<th>Term Two Term</th>
<th>Department Approval</th>
<th>See Note above</th>
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### D Withdrawal Information

If you are withdrawing from all of your courses, when was the last date you attended class? 

Will you be attending next term (i.e., Winter Term if currently in Fall Term or Summer Term if currently in Spring Term)?

- ☐ Yes  ☐ No, delete all of my courses for the (choose one)  ☐ Winter Term  ☐ Summer Term

If you are a graduate student and you are withdrawing from all of your courses for this term, are you withdrawing from your Program?  ☐ Yes  ☐ No

### E Student Signature

Students must sign and date the form. The effective date of withdrawal is that on which the student's Faculty receives and dates this form.

Student Signature ____________________________ Date __________

### F Advisor Approval

If you are an undergraduate student in the following programs and are withdrawing from a course(s) you must obtain the advisor’s approval: all Augusana Programs, BA Honors, BDes, BFA, BMus, BA (Criminology), all Engineering programs, all Rehabilitation Medicine programs, BSc Honors, BSc Specialization, and Transition Year Program. All Graduate Studies and Research students require the signature of the Graduate Coordinator or Department Chair.

Advisor/Department Signature ____________________________ Date __________

### G Faculty Approval

Dean or Designate Signature ____________________________ Date __________

The personal information requested on this form is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for the purpose of determining eligibility for university admission and/or the administration of academic programs and student services. For information about the collection and use of this information contact the Registrar at (780) 492-3113 or see [www.ipo.ualberta.ca](http://www.ipo.ualberta.ca). Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.