



# Extenuating Circumstance Withdrawal Application Form

Extenuating Circumstance Withdrawals (EW) are unexpected and uncontrollable circumstances that make it impossible for a student to complete the term or a course. EWs typically consider situations such as medical emergencies, compassionate grounds, or unforeseen conditions/situations that arise after the start of term and are considered on a case-by-case basis. Read Section B.14.3 of the University Academic Calendar for detailed information.

### 1. How to Apply for an EW

- Complete this form and attach a 1-2 page personal statement providing details of your circumstance.
- Obtain supporting documentation. This may include documents from your faculty, community and/or campus support services.
- Withdraw from your courses before submitting the Extenuating Circumstance Withdraw (EW) application form
- Submit your complete application package to [registra@ucalgary.ca](mailto:registra@ucalgary.ca)
- The Registrar and the Associate Dean of the student’s home Faculty review EW requests; application information is kept in strict confidence.
- For more information about applying for an EW, visit [www.ucalgary.ca/registrar/registration/appeals](http://www.ucalgary.ca/registrar/registration/appeals)

### 2. EW Personal Statement

Your two page (maximum) personal statement should include the following details:

- Timeline information regarding your extenuating circumstance (i.e. when did the issues arise/relapse occur)
- If your request is selective (i.e. not all courses in a term), a detailed explanation of why some courses are included and others are not.
- If you were unable to withdraw from the course(s), provide a detailed explanation.
- Highlight the steps you are taking to manage your circumstance (if applicable) ensure success with your future studies.

### 3. Student Information

|                         |               |
|-------------------------|---------------|
| <b>Name:</b>            | <b>UCID:</b>  |
| <b>Submission Date:</b> | <b>Phone:</b> |

Did you receive any of the following during the term in which you are submitting your EW request?

**Awards/Bursaries:**     No     Yes                      **Financial Aid:**     No     Yes

**UofC Employee Tuition Waiver:**     No     Yes

### 4. Course Information

Please indicate the term, course number, the name of the instructor and date you withdrew:  
(e.g., Fall 2016    MATH 200    Professor Smith    October 15, 2017)

| Term | Course Number | Name of Instructor | Date withdrew from course |
|------|---------------|--------------------|---------------------------|
|      |               |                    |                           |
|      |               |                    |                           |
|      |               |                    |                           |
|      |               |                    |                           |
|      |               |                    |                           |

## Administrative Use Only

Fees owing:  No  Yes Term(s) \_\_\_\_\_

Faculty:  
Year Level:

Registered in Current Courses?

Registered in Future Courses?

Advising Notes:  No  Yes, attached

Supporting Documents:  No  Yes, attached

### 3. Review

Comments:

Approved \_\_\_\_\_

Denied \_\_\_\_\_

### Action Items

Student Record \_\_\_\_\_

Student Communication \_\_\_\_\_

Financial Stakeholders \_\_\_\_\_

Other Stakeholders \_\_\_\_\_

EDMS \_\_\_\_\_

Consultation with Faculty (Name and Date) \_\_\_\_\_

\_\_\_\_\_