

Withdrawal under Extenuating Circumstances

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I. PRINCIPLES

Fairness and Equity

Students are responsible for knowing the rules and regulations pertaining to their program of study by using the SFU resources available to them. However, the University recognizes that from time to time circumstances arise that make it difficult to complete an academic program.

The dominant principles governing the Withdrawal under extenuating circumstances (WE) process are fairness and equity. The university is prepared to help students who experience unexpected and uncontrollable events that seriously threaten their academic obligations. c-14(em)-6(c)-10mt sc

following examples, in and of themselves, will not be considered as a basis for granting a withdrawal:

- Students experiencing language difficulties
 - Students having academic difficulties in the course in question
 - Administrative error in enrolling or withdrawing from a course
 - Academic standing
 - Repeat course limitations
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nature of the employment change, its date of onset and duration. This must be presented on business letterhead, dated and signed.

3. Compassionate Grounds Documentation

For students applying for a WE on compassionate grounds, such as the death of a loved one, evidence of the loss must be provided. For example, an obituary, death certificate and/or prayer card must be submitted.

4. Personal Letter

WE applicants must write a clear and concise letter (no longer than two pages double-spaced or one page single-spaced and typed) stating the reason for why they are applying to withdraw.

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email. The notation “WE” will be placed on a student record in lieu of a course grade. Please