

**REQUIRED TO WITHDRAW APPEAL**

 Registrar's Office, North Vancouver  
 Email: [extenuatingwithdrawal@capilanou.ca](mailto:extenuatingwithdrawal@capilanou.ca)
**PLEASE READ CAREFULLY**

Students who have been Required to Withdraw from the University may appeal their Required to Withdraw status. Please note that this appeal is subject to the approval of the Registrar.

The Required to Withdraw Policy reads:

*Students on Academic Probation will be required to Withdraw (RTW) if they achieve a CGPA of less than 1.59 and a TGPA of less than 1.67. The RTW notation is listed on the student's permanent record and is noted on the student academic transcript. Students will be RTW for a minimum of one major term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that subsequent term and will be refunded their fees in full.*

**Steps:**

1. Complete **Part 1** and **Part 2** (continued on the back) and ensure all questions have been answered fully with detail. **Incomplete forms will not be accepted.**
2. Attach **supporting documentation** relevant to your appeal.
3. Submit completed application to [extenuatingwithdrawal@capilanou.ca](mailto:extenuatingwithdrawal@capilanou.ca) with the subject line: *Student name, Student number – Required to Withdraw Appeal*
4. The deadline to apply for a Required to Withdraw Appeal is the **final day of the standard add/drop period in the term that you have been required to withdraw from.** Appeals will not be accepted after that time.

**PERSONAL INFORMATION – PART 1**

|                 |                  |                   |
|-----------------|------------------|-------------------|
| LEGAL LAST NAME | LEGAL FIRST NAME | STUDENT NUMBER    |
| TERM OF REQUEST | SIGNATURE        | DATE (MM/DD/YYYY) |

**STATEMENT OF INTENT - PART 2**

**PLEASE ANSWER THE THREE (3) QUESTIONS ON THIS FORM** (continued on back)

1. Reasons for submitting this appeal.

2. What circumstances led to your academic difficulty?

3. What steps do you plan to take to ensure your academic success?

**REGISTRAR'S OFFICE USE ONLY**

Comments:

GRANTED     DENIED

REGISTRAR'S SIGNATURE

DATE (MM/DD/YYYY)

