This is an application for a grade of W if your late withdrawal from class(es) was for one of the following reasons:

- Serious illness or accident
- Death or serious illness of an immediate family member
- Hospitalization as a result of serious illness or accident
- Voluntary job transfer

This application may also be submitted when a student has made a registration error, or for a faculty/academic unit/university error.

Submit this application to your primary faculty or academic unit with supporting documentation.

The University reserves the right to verify the authenticity of any supporting documentation that has been submitted.

### Student Information

<table>
<thead>
<tr>
<th>Last Name *</th>
<th>First Name *</th>
<th>Student ID</th>
<th>Term *</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student's Primary Faculty or Academic Unit *</th>
<th>Student's Campus or Federated College *</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR CE ED GS MP SC SP U of R Luther College Campion First Nations Univ of Canada</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- * Indicates required information

### Faculty/Academic Unit

- Enter the drop (WF Status) in Banner as soon as the student makes their request to be dropped.
- Holds are to be temporarily lifted for this process.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

**Notes:**
- CRN dropped with WF Status
  - Yes
  - No-class is over

### Registrar's Office Only

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Drop Effective DD-MM-YYYY</th>
<th>Status Code</th>
<th>Drop Effective Date DD-MM-YYYY</th>
<th>Final Grade</th>
</tr>
</thead>
</table>

**Notes:**
- Only approved AGA forms are to be submitted to the RO.

### Student Application Reason / Class Participation / Supporting Documentation

1. Please provide the reason for your application. *
   - Serious illness or accident
   - Death or serious illness of an immediate family member
   - Involuntary job transfer
   - Written explanation required
   - Student registration error
   - University registration error
   - Written explanation required
   - Yes
   - No

2. Have you attached supporting documentation? For example, medical certificate, obituary, letter from employer, etc. *

3. What was your last date of class activity, course work submitted, or attendance for this term? *

Your personal information is collected under the authority of the University of Regina Act, and in accordance with the Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan) and the Personal Information Protection and Electronic Documents Act (Canada), for the purpose of a grade adjustment application. If you have any questions about the collection, use, or disclosure of this information by the University, please contact the Head, Access to Information and Protection of Privacy, (306) 585-5545.

### DEAN or DESIGNATE USE ONLY

1. This form is not to be submitted if the student already has a W grade unless it is for a university error to be reviewed.

2. When a student request for a W grade is received after the end of the term the request is to follow the university Retroactive Withdrawal policy (only withdrawal from all courses in the relevant term will be considered).

3. If the W grade granted is an exception to the university Retroactive Withdrawal policy the reason for the exception is to be included below, or attached, or it may be communicated directly to the Assoc. Registrar, Operations (ARO). *

### University error with supporting documentation

1. The RO (U of R) is responsible to confirm a university error and to determine the drop effective date. When confirmed, and when the drop effective date is deemed to fall in the no-grade drop period for the class/PoT, the grade, W or other, is removed by the RO and an adjustment of tuition and fees is processed without the need for an ATA. Supporting documentation, from the academic unit, is required. *

### Registration - Retroactive

1. Note: An explanation for this request must be included for the Associate Registrar, Operations (ARO) to review. *

### Notes:

- The academic unit is to notify the student of the AGA outcome.

### REGISTRAR'S OFFICE USE ONLY

1. Retro Approval Required

2. University Error Review

3. Process and Notification Actions:
   - Dean/designate signature verified
   - Term assessment - On/Off
   - Account reviewed

4. Notes:

5. ARO Approval Required

6. ARO Signature and date

7. User Initials

8. AGA Form Effective June 2021