**ONTARIO VISITING GRADUATE STUDENT**

**NOTIFICATION OF WITHDRAWAL**

In the event of withdrawal from a course (or courses) at the Host University, the student must complete this form in duplicate and send

* one copy to the Dean of Graduate Studies at the Host University
* one copy to the Dean of Graduate Studies at the student’s Home University.

Failure to submit this form prior to the last date for withdrawal from courses published in the Host University Graduate Calendar may result in a failing grade on the record for the course(s).

PRINT CLEARLY OR TYPE ALL INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: |  | Student Number: | Home University |  |
|  |  |  | Host University |  |

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home University |  | Department |  |
| Host University |  | Department |  |
| Course(s) Dropped |  |  |

|  |  |  |
| --- | --- | --- |
| Course No. | Title | Term Offered (Fall/Winter/Summer) |
|  |  |  |
|   |  |  |

Reasons for withdrawal:

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On receipt of this form the Graduate Dean of the Home University and the Host University send copies to the Department Chair concerned and the Office of the Comptroller (or Accounts Office) or their own university. A grade of “withdrawn” or similar grade should be reported by the Graduate Dean of both universities.

Revised March 2015