

Withdrawal Under Extenuating Circumstances (WE) Policy

WE Policy:

Extenuating circumstances are defined as unusual circumstances beyond your control that make it impossible for you to complete one or more courses.

The dominant principles governing the Withdrawal Under Extenuating Circumstances (WE) process are compassion and equity. FIC is prepared to support students who experience unexpected and uncontrollable events that seriously threaten their academic studies.

If you have passed the deadline for dropping courses (end of Week 6), you may be eligible to apply for a Withdrawal Under Extenuating Circumstances (WE). WE applications are not guaranteed to be approved. If your application is approved, a WE notation will appear on your transcript, and the course attempt will not count towards your GPA.

There are various types of withdrawal requests: complete, selective, in-semester, or retroactive.

- Complete withdrawal may be granted if extenuating circumstances are very likely to impact the student's academic performance in all courses for an entire semester.
- Selective withdrawal requests may be granted if the circumstances for a WE request does not affect all of the courses the student is enrolled in. **In this case, the student must provide an explanation for why one course is affected but another course is not.**
- In-semester WE requests refer to applications submitted **before the last day of class**. In-semester WE requests do qualify for a refund. However, please note that this refund is in the form of a tuition credit only and is therefore non cash-refundable. If your request is approved, this tuition credit will be returned to your FIC account within 4 weeks of the WE approval date.
- Retroactive WE requests refer to requests made after the last day of the class you intend to withdraw from, or requests related to a course taken in a previous term. Retroactive WE's do not qualify for a refund and must be submitted within 2 years of your last term of study at FIC.

To apply, you need to fill out the [Application for Withdrawal Under Extenuating Circumstances Form \(see below\)](#). If you apply for a WE for multiple semesters, each WE Application must have its own explanation. For example, if you applied for WE for medical reasons, the same medical reason cannot be used for future applications.

The reasons for WE Application requests are varied; however, the following criteria can be used to help you determine whether you are eligible to apply.

Note:

- Each WE application must have a different extenuating circumstance; the same reason cannot be used twice. Students may only receive WE's for a maximum of two consecutive semesters.
- Retroactive WE applications must be submitted within 2 years of your last term of study at FIC.
- WE applications will not be approved if you have an academic misconduct record for the course that you are trying to withdraw from.

WE Application Guidelines & Criteria:

Medical Grounds

You have grounds for a WE request if you suffer from a medical condition during the term, which is severe enough that it impairs your ability to fulfill the course requirements. Hospitalization for multiple weeks is almost certain to be regarded as sufficient evidence, while minor transient ailments, such as flu and cold viruses, are most likely insufficient.

To withdraw for medical reasons, medical documentation from the health care provider who treated you during the semester in question must be submitted to FIC. Please have your health care provider complete the Healthcare Provider Statement Form and attach it to your application.

Examples of required documents include:

- Documentation from an overseas hospital, presented on official hospital stationery (i.e. stamped or official letterhead)
- Medical reports from a hospital or doctor's office
- An ICBC or Police Report for motor vehicle accidents

Compassionate Grounds

You have grounds for a WE request if you have a traumatic experience that renders you unfit to complete course requirements. An extended period of intense grief following the death of an immediate family member is almost certain to be regarded as sufficient evidence.

Examples of required documents include:

- An obituary
- A death certificate and/or prayer card (verification of relationship may be requested)

FIC recognizes that international students encounter significant stress during their transition to life and study in Canada. Occasionally, students may experience circumstances beyond their control early in their studies that negatively impact their mental and/or physical health, or ability to move forward successfully in their academic pathway. Students who demonstrate academic success in a new program should not be hindered from achieving their academic goals. Under exceptional circumstances, WE's may be retroactive and we encourage you to seek assistance if you feel this applies to you. Students in this situation may be required to submit documentation.

Other Grounds

It is unusual for students to apply for a WE on grounds that are not medical or compassionate. However, students can also appeal by writing a clear and detailed personal letter, no longer than two pages double-spaced, detailing the reason(s) they are applying for the Withdrawal Under Extenuating Circumstances. The letter must have supporting documents attached. Listing relevant events in chronological order is helpful when reviewing all requests. If the letter is not detailed and there is insufficient supporting documentation, the request may be denied or delayed.

WE Application Procedure:

The WE Application can be found on the document portal on the FIC student portal or through Student Success or Wellness Team member.

The application must include the following documentation to be complete:

- Application for Withdrawal Under Extenuating Circumstances Form
- Healthcare provider statement
- Personal letter or statement
- Additional supporting documentation as needed

1. Students who intend to apply for WE, and are inquiring about any of the rules, regulations and deadline dates, should consult with a Student Success Advisor or Wellness Team Member.
2. Once the student has decided to go ahead with the WE application, all relevant documentation should be submitted to the Student Success or Wellness Team. The WE package must include the WE Application Form and all supporting documentation including a personal letter indicating the extenuating circumstances and how it is affecting their academic studies.
3. The Student Success or Wellness Team member will send the completed WE Application to the Student Success Manager or designate for review. It is the students' responsibility to provide a clear explanation regarding why they are applying for this withdrawal under extenuating circumstances and provide all the necessary documents to support their explanation so a fair decision can be made.
4. Once a decision is made on a WE application, the Student Success Manager or designate or will notify the student by email. A "WE" notation will be placed on the student's record in lieu of a course grade. Students must ensure their academic statuses are up to date by checking their student records on the Student Portal.
5. Requests submitted after the last day of class, or requests relating to a course taken in a previous semester, are referred to as "retroactive". Retroactive WE applications follow the procedures above for "in-semester" requests. Retroactive WE applications must be submitted within 2 years of the student's last term of study at FIC.

Please note: due to the high volume of WE Applications, it is not possible to determine how long it will take for a decision to be made. Please follow instructions carefully to prevent receiving a denied or delayed application.