



Course Withdrawal

Students may change courses within the first week of the start of the course by contacting the Course Administration. After the first week students must submit an application to withdraw to the Board of Examiners. They must show that they have compelling and unforeseen reasons to withdraw from the course after the first week of the start of the course. Students who successfully withdraw will have the grade 'W' recorded for that course and on their transcript.

Procedure

One form should be used for each course for which withdrawal is requested. Students must show that they have compelling and unforeseen reasons to withdraw after the first week. They must submit the request within the block, unless prevented to do so by extenuating circumstances. They should also show that they are in good academic standing in the course in question at the time the request is submitted (ie, they have so far attended classes and submitted any required work) and submit proof of the personal circumstances.

A report from a medical professional must be provided if the request is made on the basis of medical reasons. Please note that all documents provided in any language other than English, German, French, or Dutch should be accompanied by an official translation in English. The student (not the instructor or study advisor) is responsible for submitting the form to the Board of Examiners. The Board aims to communicate its decision within 15 working days after the application is received.

Study programme

The Board of Examiners recommends that students discuss the consequences of a course withdrawal with the Study Advisor. The Study Advisor will be able to help them determine whether withdrawing from a course is advisable and assist them with ensuring the coherence of their study programme. **Special care should be taken by those students who are subject to the BSA (Binding Study Advice) regulations since withdrawing from a course could mean that they can no longer satisfy the BSA requirements.** For more information see chapters 3.6 and 3.7 of the Student Handbook.

Please submit the completed form including all necessary supporting materials to:
BoE@luc.leidenuniv.nl



A. Personal information

Last name: Student ID:

First name(s): First enrolled at LUC:

Email: Major:

B. Course withdrawal information

List below the official name of the course for which you request to withdraw:

Course title							
Instructor							
Block		AY:		ECTS		Level	

C. Motivation

Briefly describe the reason(s) for requesting deadline extension for the assignment. Explain why these reasons were unforeseen in the first week of the start of the course:

D. Supporting documentation

Student confirming that has attached proof / statement of personal circumstances:

E. Academic standing

To be filled out by course instructor. The student is currently in good academic standing in the course listed above (eg, the student has so far fulfilled the attendance requirements and submitted any required work).

Instructor's Name:

Date:

Instructor's Signature: