



POLICY TITLE: **Appeal for Late Withdrawal and Academic Forgiveness Policy**

POLICY CATEGORY: ACADEMIC

POLICY NUMBER:

POLICY OWNER: Registrar and Associate Vice-President, Strategic Enrolment

POLICY APPROVER: Board of Governors

APPROVAL DATE: 6/3/2026

EFFECTIVE DATE: 6/10/2015

REVIEW PERIOD: Every 5 Years

REVIEWED: 4/1/2026

REVISED: 6/3/2026

1. Purpose

The purpose of this policy is to establish a standardized process to allow students to request an exception to the Program Withdrawal and Course Drop Policy due to extenuating circumstances.

2. Scope

This policy applies to all post-secondary and continuing education students at George Brown Polytechnic.

3. General Principles

- 3.1. The student must submit the appeal within the established timeframes and append official documentation, including a letter of explanation, to substantiate the extenuating circumstances.
- 3.2. The student is responsible for:
 - 3.2.1. Abiding by George Brown's deadlines,
 - 3.2.2. Meeting all academic and financial obligations related to their enrolment, and
 - 3.2.3. Keeping records of all correspondence and transactions involving their account.
- 3.3. The Office of the Registrar will review each completed appeal application and will communicate the decision, with reasons, to the student within the established timeline according to the receipt date of the appeal.
 - 3.3.1. Incomplete Appeal applications will be denied. Forms will not be returned to the student.

3.3.2. Appeal decisions are final.

3.3.2.1. Partial refunds may be issued at the discretion of the Office of the Registrar but are not guaranteed. Some fees cannot be refunded, regardless of the outcome of an appeal, such as material fees or health insurance premiums which have already been paid to the provider.

4. Eligibility

4.1. A student may submit a request to the Office of the Registrar to consider a late withdrawal from a program or course due to extenuating circumstances beyond their control

4.1.1. Extenuating circumstances may be related to health, personal, or procedural grounds.

5. Timing

5.1. For greatest clarity, appeals must be received within the following timelines:

5.1.1. For Fall enrolment, appeals must be received no later than end of April of the following calendar year.

5.1.2. For Winter enrolment, appeals must be received no later than the end of August of the same calendar year.

5.1.3. For Spring enrolment, appeals must be received no later than the end of December of the same calendar year.

5.2. Normally, decisions will be communicated within four to six weeks of receipt of the appeal.

6. Appeal Submission Process

6.1. The student must ensure the correct appeal form is submitted with all supporting documentation to the Office of the Registrar within the established timeframe.

6.2. The written appeal submission must include:

6.2.1. A letter of explanation, or an alternative format may be considered upon request,

6.2.2. The signed and completed application form, and

6.2.3. Official documentation relating to the extenuating circumstances the student faced during the term being appealed, and/or documentation providing evidence supporting the appeal.

6.2.3.1. This may include medical documentation or a letter from a physician, death certificate/funeral notice, legal documentation, letter from a social worker or community leader, relevant travel documents, etc.

7. Academic Forgiveness

7.1. George Brown recognizes that some students' poor academic performance may be due to life circumstances, resulting in their academic record prohibiting them from achieving educational and career goals. Academic forgiveness is a process by which a

student's George Brown academic performance prior to an absence may be expunged from their transcript.

7.1.1. By way of example, life circumstances may include, but are not limited to, personal, emotional and/or financial problems, or devastating and unavoidable events which did not permit the student to perform at a level representative of their abilities.

7.2. Academic forgiveness may be granted once during a student's academic career, by the authority of the Registrar.

7.3. Eligibility

7.3.1. To be eligible, a George Brown student must be absent from full-time studies for a minimum of two years.

7.4. Application

7.4.1. A student must request academic forgiveness by:

7.4.1.1. Making their request in writing to the Office of the Registrar, citing compelling reasons,

7.4.1.2. Providing supporting documents for these reasons, and

7.4.1.3. Maintaining a GPA of 1.70 (diploma program) or 2.30 (degree program) in all terms in which the student is enrolled, other than the term(s) where academic forgiveness is being sought.

7.4.2. After appropriate consultation, the Registrar will notify the petitioner, in writing, of the decision to grant or deny academic forgiveness.

7.4.3. The decision of the Registrar is final.