



If you are planning to withdraw from your graduate program, carefully consider your decision. Program withdrawal is a voluntary action that only you can take. Make sure you are fully informed of the various alternatives to program withdrawal before taking this action. It is recommended that you discuss your options, including program withdrawal, with your Advisor/Supervisor and Graduate Coordinator. You also may consult with the SGS Student Services Officer for your Division or the Director of SGS Student Services. See below for references to other types of actions you may consider. Note that if you are a student facing a recommendation for termination of registration, you only may withdraw prior to final Termination action by SGS. Once you withdraw you may not re-enter the program. However, you may re-apply to the same program in the future by completing a new admissions application which would be in competition with other applications. If you withdraw from your program with in-progress or incomplete course(s), a final grade of 'INC' will be recorded on your academic record. The definition of 'INC' is "where work is not completed but where there are not grounds for assigning a failing grade. It carries no credit for the course and is not considered for averaging purposes." For more information on final grade reporting, refer to the [University Assessment and Grading Practices Policy](#).

Depending upon when you withdraw from your program, you may receive a fees rebate. A refund schedule is available at [Student Accounts](#). If you are in receipt of funding, you may be required to refund to the University all or a portion of your student funding and/or award(s). Contact your [graduate unit](#) with any funding-related questions and the [Graduate Awards Office](#) at SGS with any awards-related questions.

Other Types of Actions

SGS advises that you explore and discuss with your Advisor/Supervisor and Graduate Coordinator alternative options to a program withdrawal to ensure that it is the appropriate action for your circumstances. Please refer to the [Leave of Absence Policy](#), [Leave of Absence](#), and [Stop-Out, Withdrawal, & Failure to Register](#) sections of the SGS website.

Section 1: Student Information (To be completed by the student).

Last Name:		First Name(s):		Student Number:	
Degree:				Graduate Unit:	
Session:		Fall	Winter	Summer	Session Year:
U of T Email:				Full-time	Part-time
Are you currently registered in a collaborative program?		Yes	No		
Are you currently receiving an award?		Yes	No		
If yes, indicate award(s):					
Reason for Withdrawal:					
<p>*Declaration: By signing this form I am withdrawing from my current graduate program and the collaborative program(s), if any, in which I am registered. I understand that withdrawal is a voluntary action that I am taking of my own initiative and that I may not appeal this decision. Once I withdraw I understand that I cannot re-enter the graduate program except through a new admissions application which would be in competition with other applications. I understand that re-admission to a graduate program is not automatic or guaranteed in any way.</p>					
Student's Signature*: (sign and print name)				Date:	

Section 2: Graduate Unit Acknowledgement.

Chair/Coordinator's Signature: (sign and print name)		Graduate Unit:	Date:
<p>Effective Date: The Effective Date of the program withdrawal is the date that SGS receives the completed and signed form.</p>			Date: