

**REQUEST TO WITHDRAW**  
**Bachelor of Engineering or Bachelor of Software Engineering Program**

For students requesting to withdraw from the Bachelor of Engineering or Bachelor of Software Engineering, complete this form and submit it to the Engineering Undergraduate Office.

Please note, you must also submit an Undergraduate Faculty/Program Change Request via My UVic Application at [www.uvic.ca/application](http://www.uvic.ca/application) to complete a transfer to another faculty/program.

**Part 1: To be completed by student**

Student Name: \_\_\_\_\_

Student Number: V00\_\_\_\_\_

I am hereby requesting permission to:

**Withdraw from the Bachelor of Engineering or Bachelor of Software Engineering Program**

effective:  Fall (Sept - Dec)     Spring (Jan - April)     Summer (May - Aug)

*Please note: In order to be made effective for a specific term, the form must be processed no later than the last day to add courses for that term. If a form is received after that deadline, it will be processed to be effective for the next term.*

Or,

**Withdraw from the University of Victoria**

For informational purposes, please indicate which Faculty/Program you intend to transfer to and reason(s) for your withdrawal/transfer from the BENG/BSENG program.

Faculty/Program: \_\_\_\_\_

Reason(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 2: To be completed by Admissions/Advising Officer**

Approval is hereby granted for the above noted student to withdraw from the Bachelor of Engineering or Bachelor of Software Engineering Program.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_