



**Ontario Visiting Graduate Student (OVGS)  
Notification of Withdrawal  
July 2022**

In the event of withdrawal from a course (or courses) at the Host University, the student must complete this form in **duplicate** and send:

- one copy to the Dean of Graduate Studies at the **Host University**
- one copy to the Associate Dean of Graduate Studies at the student’s **Home University (McMaster)**  
(School of Graduate Studies, Gilmour Hall, Room 212, McMaster University, Hamilton ON L8S 4L8)

Failure to submit this form prior to the last date for withdrawal from courses published in the Host University Graduate Calendar may result in a failing grade on the record for the course(s).

<b>Print clearly or type all information</b>	
Student ID Numbers - Home University (McMaster):	Host University:
Family Name:	Given Name(s):
Address (include Postal Code):	
Home University: <b>McMaster</b>	Department:
Host University:	Department:

<b>Course(s) Dropped</b>			
<b>Course Code Number</b>	<b>Course Subject &amp; Title</b>	<b>Academic Year (e.g. 2229/2231)</b>	<b>Term (Fall, Winter, Spring/ Summer)</b>

Reason for withdrawal:

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

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

On receipt of this form the Graduate Associate Dean of the Home University (McMaster) and the Host University send copies to the Department Chair concerned and to the Financial Services Office (i.e. Office of the Comptroller/Accounts Office) of their respective Universities. A grade of “withdrawn” or similar grade should be reported by the (Associate) Graduate Dean of both Universities.

**Once this form is fully complete, please submit via Service Request  
Ontario Visiting Graduate Student (OVGS) Notification of Withdrawal – R0012**