

 Policies and Procedures		Number: 8616		Title: Withdrawal		
		Replaces	Previously included in 8610			
		Effective				Next review :
Executive Responsibility		Administrative Responsibility		Recommended by Policy Review Committee		
Chair, Education Council		Chair, Admissions and Standards		Recommended/Approved by Education Council		
				Approved by President		

1 Purpose

The purpose of this policy is to establish clear and consistent principles and guidelines for student for voluntary withdrawal from College courses, programs and/or the College.

For disciplinary suspension, see Policy 8615 *Standards of Academic Progress* and Policy 3400 *Student Code of Conduct*.

2 Scope / Limits

This policy applies to all students enrolled in all College courses or programs.

3 Principles

- (1) Student fees are due and payable on the first day of a program or course. Financial consequences are based on fee amounts assessed to and/or paid by the student.
- (2) The College recognizes that students may need to withdraw from a course or program. There may however be financial and/or academic consequences to the student depending on the timing of the withdrawal (*See Table 1 below*).
- (3) Academic and financial consequences of course withdrawal will be applied in a consistent and clear manner for all College courses and programs.
- (4) A schedule of withdrawal deadlines will be established by the Registrar and published in the College academic calendar, website and/or in program policies.

4 Definitions

See Glossary of Education Terms in 8610

5 Procedure

5.1 Withdrawal Deadlines and Consequences

- (1) There are three withdrawal deadlines. These deadlines are based on the number of instructional days in the course.
- (2) The first withdrawal deadline occurs after approximately one-eighth of the course length.
- (3) The second withdrawal deadline occurs after approximately one-quarter of the course length.
- (4) The final withdrawal deadline occurs after approximately two-thirds of the course length. For example, in a 16-week semester the first withdrawal date occurs after about two weeks, the second after about four weeks, and the final after about 10 weeks.

5.1.1 Financial Consequences of Withdrawal

A student who withdraws from a course or program:

- (1) prior to the first withdrawal deadline will be refunded 75% of their paid tuition fees.
- (2) after the first withdrawal deadline but prior to the second withdrawal deadline will be refunded 50% of their paid tuition fees.
- (3) after the second withdrawal deadline will receive no refund of tuition amounts paid.
- (4) will have non-tuition fees will refunded on a proportional basis as per the above time frames.

5.1.2 Academic Consequences of Withdrawal

A student who withdraws from a course or program:

- (1) prior to the second withdrawal deadline will have no record of the course appear on their official transcript.
- (2) after the second withdrawal deadline but prior to the final withdrawal deadline will have a "W" grade entered on their official transcript.
- (3) after the final withdrawal deadline, students are no longer eligible to withdraw, or receive a "W" grade on their official transcript and instead will be assigned an "F" or "DNW" grade, as appropriate, by the instructor.

Table 1. Schedule of financial and academic consequences of withdrawal by date

	Before First Withdrawal Date	Before Second Withdrawal Date	Before Final Withdrawal Date	After Final Withdrawal Date
Refund	75%	50%	none	None

Official Transcript Notation	None	none	W	F or DNW
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Days	Registration	< 2 wks	2-6 wks	6-16 wks	>16 wks
10	With grade – refund 75%	2 days	4 days	8 days	10 days
20	With grade “W” – refund 50%	4	8	16	20
53 1/3	Last day to withdraw – no refund	5	10	20	30

5.1.3 Special Circumstances

Students experiencing extenuating medical or compassionate circumstances may apply to the Registrar for special consideration by completing the NEW form. The Registrar may assign a “W” grade after the official withdrawal date, in other situations such as in the resolution of a student appeal.

5.2 Withdrawal Process

5.2.1 Withdrawal from a Course or Program

- (1) A student enrolled in a Career or Technology program must consult the School Chair before withdrawing.
- (2) To withdraw from a course or program, a student must submit a completed Course Change form to the Office of the Registrar.
- (3) The withdrawal date is considered to be the date on which the Office of the Registrar receives the completed Course Change form.
- (4) Normally, signatures for all course instructors are required on the Course Change Form.
- (5)

5.2.2 Withdrawal from College

Students wishing to withdraw from the College are required to complete a Course Change form and withdraw from all of their courses, and to fulfill all outstanding obligations to the College. Academic and financial consequences outlined in Section 5.1 may apply.

6 Links to Supporting Forms

7 Other Relevant Documents and Policies

Glossary of Education Terms

8611 Admission Policy

8612 Grading Policy

8613 Student Evaluation Policy

8614 Advanced Standing Policy

8615 Standards of Academic Progress

8616 Withdrawal Policy

8617 Graduation

3400 Student Code of Conduct

8400 Student Appeals

Freedom of Information and Protection of Privacy

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