

Title	Withdrawal from Courses and Deferred Standing
Number	E2011
Category	Student Services

1. PURPOSE

This policy establishes the circumstances where a student may defer or withdraw from courses.

2. DEFINITIONS

Appropriate professional – is a listed professional as identified in Appendix I.

Deferred standing – an arrangement identified by a temporary notation (DE) on a student’s transcript that indicates the student has been granted an extension to complete course requirements because of extenuating circumstances.

Drop – the means by which a student officially discontinues registration in a course before published deadlines, which is not reflected on the student transcript.

Extenuating circumstances – are compassionate and exceptional circumstances beyond a student’s control that significantly affect the student’s ability to meet requirements of a course. Such circumstances may include those related to a student’s physical or psychological health that is verifiable and documented by an appropriate listed professional.

Second Half Semester Courses – are courses offered for half the time of a regular semester, during the second half of the semester (e.g., November to December).

Withdrawal deadline – the date specified by Registrar and Enrolment Services as the last day to withdraw from courses for the semester.

Withdrawal timing –

Withdrawal: the means by which a student officially discontinues registration in a course after the deadline to drop courses has passed which is reflected on the student transcript as a withdrawal.

Late withdrawal: a withdrawal that is granted after the published withdrawal deadline, but before the course work is completed.

Retroactive withdrawal: a withdrawal that is granted after course work is completed.

Withdrawal type -

Complete withdrawal: when all courses in a semester are withdrawn.

Partial withdrawal: when a selection of courses in a semester are withdrawn.

3. POLICY

- 3.1 When a student withdraws from a course by the withdrawal deadline, the notation of “W” will appear on the transcript.
- 3.2 Withdrawals are not considered failed courses for academic purposes and are not used in the calculation of the grade point average.
- 3.3 In order to withdraw from courses all fees must be paid.
- 3.4 Withdrawal from courses, regardless of the reason, will not result in a refund of fees.
- 3.5 A student who fails to complete course work after the withdrawal deadline, or otherwise fails to complete the course requirements, will receive an incomplete grade (N). A grade of “N” is equivalent to a failure and carries a grade point equivalent of 0.00.

Deferred Standing

- 3.6 To receive course credit, a student must fulfil all participation, assignment and exam requirements as identified in the College Calendar and in course outlines. Absence does not relieve a student of the responsibility for completing the required course work.
- 3.7 External accreditation requirements and other constraints necessitate that not all courses will be eligible for deferred standing. Courses not eligible for deferred standing will include, but are not limited to, those listed in Appendix II.
- 3.8 To be eligible for a deferred standing a student must:
 - a) have completed at least 75% of the coursework (exclusive of a final exam);
 - b) have a minimum D grade in the course to date;
 - c) demonstrate extenuating circumstances that confirm the inability to complete the course work within the set timeframe; and
 - d) normally be able to complete the outstanding requirements by the last working day of the first month of the next semester (see procedures).
- 3.9 A deferred standing on a student’s transcript carries no course credit and does not affect the grade point average. If Registrar and Enrolment Services does not receive a final grade by the agreed upon deadline, normally the last day of the first month of the next semester, the grade will change to an N.
- 3.10 Deferred standing will not permit a student to meet prerequisite requirements for next-level courses.
- 3.11 The decision of the Registrar (or designate) is final.

Late Withdrawal

- 3.12 A late withdrawal is usually considered a complete withdrawal. A student requesting a partial late withdrawal will require additional documentation supporting the reasons why one or more courses are affected and others are not. Doing well in one course but failing at another is not viewed as a valid reason.

- 3.13 The only valid grounds for granting a late withdrawal are documentary evidence of extenuating circumstances that prevented the student from meeting the deadline for withdrawal.
- 3.14 Students are responsible for ensuring they are aware of all rules, regulations, and deadlines to complete the late withdrawal procedure. Grounds for granting a late withdrawal are determined by the Registrar. Examples of invalid grounds include, but are not limited to, the following:
- Not being aware of the deadline or how to withdraw
 - Forgetting about the deadline
 - Computer malfunction
 - Anticipated poor grade in the course
 - Personal convenience (including travel plans)
 - Family events
 - Employment circumstances
- 3.15 The decision of the Registrar (or designate) is final.

Retroactive Withdrawal

- 3.16 Any withdrawal submitted after course work is completed requires retroactive withdrawal approval. A retroactive withdrawal is a complete withdrawal.
- 3.17 External accreditation requirements and other constraints necessitate that not all courses will be eligible for retroactive withdrawals. Courses not eligible for retroactive withdrawal will be included, but not limited to, those listed in Appendix III.
- 3.18 The only valid grounds for granting a retroactive withdrawal are documentary evidence of extenuating circumstances that prevented the student from completing course work. Documentary evidence of extenuating circumstances that prevented the student from meeting the deadline for late withdrawal must also be presented.
- 3.19 A retroactive withdrawal request will only be considered for courses that a student was registered in for the previous 6 semesters. Once a credential is awarded, no courses taken prior to that credential are eligible for a retroactive withdrawal.
- 3.20 The decision of the Registrar (or designate) is final.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Registrar.

5. REGULATIONS/PROCEDURES

Withdrawal from Courses and Deferred Standing – Procedures
Appendix I – Appropriate Listed Professionals
Appendix II – List of Courses Not Eligible for Deferred Standing
Appendix III – List of Courses Not Eligible for Retroactive Withdrawals

History/Revision	
Origination Date	September 1, 2009 E2011 - Withdrawal from Courses
Amendment Date(s)	April 20, 2021 Approved December 15, 2015 Effective January 1, 2016
Next Review Date	April 20, 2024