

## E2011 - WITHDRAWAL FROM COURSES AND DEFERRED STANDING

### PROCEDURES

1. The deadline to withdrawal from full semester courses is 2100 hours on the last Saturday of the eighth (8<sup>th</sup>) week of the semester. The deadline to withdraw from half-semester courses is 2100 hours on the last Saturday of the fourth (4<sup>th</sup>) week of the semester. The specific dates for each semester will be established by Registrar and Enrolment Services.

#### Withdrawal

2. A student who wishes to withdraw from a course for any reason before the withdrawal deadline must use the online registration system. A student wishing to withdraw from second half-semester courses will need to contact Registrar and Enrolment Services by the deadline.

#### Deferred Standing

3. The student will submit their application for deferred standing to Registrar and Enrolment Services no later than the day after the last day of the final exams for the semester in question. Applications received after this date will not be accepted.
4. Completion of all of the course requirements is the preferred method for assignment of a course grade. If a student presents appropriately documented extenuating circumstances, and meets the requirements in 3.8, the Registrar (or designate) will request that an instructor consider granting an extension for completion of course requirements.
5. The student will apply to Registrar and Enrolment Services for deferred standing by completing the appropriate form, available through Registrar and Enrolment Services. This form must be accompanied by:
  - a. Documentation from an appropriate listed professional explaining the extenuating circumstances which prevented the student from completing course requirements.
  - b. A letter from the student explaining how they meet the requirements for a deferral, why they were unable to complete course requirements, and why they think they can now meet the new deferral deadline.
6. Within ten (10) working days from receipt of the complete request package at Registrar and Enrolment Services, a decision will be provided to the student.
  - a. If the Registrar (or designate) determines that deferred standing may be appropriate, the request will be forwarded for further action to the instructor (or designated alternate), with a copy to the Department Chair.
  - b. If the instructor (or designated alternate) determines that the outstanding course requirements or equivalents can reasonably be completed by the last working day of the first month of the next semester, a deferred standing grade will be noted on the student record. The instructor (or designated alternate) will identify in writing to the student the required course work for completion, and determine the deadline date by which the course requirements must be completed, with a copy to Registrar and Enrolment Services.
  - c. The student will be required to complete the course requirements by the new deadline date set by the instructor (or designated alternate) and the instructor (or designated alternate) will submit the final grade to Registrar and Enrolment Services no later than the last working day of the first month of the next semester. This deadline may be extended, but only under

extenuating circumstances, and only with the explicit approval of both the instructor (or designated alternate) and the Registrar (or designate).

- d. If the student's application for deferred standing is denied, the Registrar (or designate) will inform the student in writing, providing reasons for the denial.

### Late Withdrawal

7. All requests for late withdrawal must be accompanied by a letter from the student explaining the extenuating circumstances of why they missed the withdrawal deadline, and why they need to withdraw. The student must also submit documented evidence of the extenuating circumstances. No request for late withdrawal will be considered without authentic documentation.
8. If a student is requesting a partial withdrawal rather than complete withdrawal, the student must explain how the extenuating circumstances apply directly to the course(s) requested for withdrawal. Additional information must be included as to why the student can complete one or some courses, but not the course(s) requesting to be dropped.

### Retroactive Withdrawal

9. All requests for retroactive withdrawals must be accompanied by a letter from the student explaining the extenuating circumstances of why they need to withdraw, and the extenuating circumstances of why they missed the late withdrawal deadline. Evidence must be submitted; No request for late withdrawal will be considered without appropriate documentation.

### Appendix I: Appropriate Listed Professionals:

An appropriate listed professional is an Indigenous Elder, a physician, dentist, clinical psychologist, or nurse practitioner who is currently registered with their professional college as listed in the *Health Professions Act*; or an equivalent registered professional from elsewhere in Canada. If the student is residing outside of Canada, the appropriate professional must be registered with that country's regulatory body for their profession.

### Appendix II:

#### Courses for which students cannot receive deferred standing include, but are not limited to:

ANTH	1221	Field Techniques in Archaeology
ANTH	1222	Methods in Archaeology: Laboratory Analysis
ANTH	1223	Methods in Archaeology: Geospatial Analysis
ANTH	1224	Ethnoarchaeology
BUSM	1500	Business Presentation Skills
BUSM	2450	Business Planning
BUSM	3000	Business Management Practicum
BUSM	3220	Negotiating Skills
BUSM	3392	Managing the Employment Relationship
BUSM	3500	Business Competitions
BUSM	4300	Applied Business Project
BUSM	4850	Business Strategy
COOP	2301	Co-operative Work Placement I

COOP	2302	Co-op Work Placement I Part I
COOP	2303	Co-op Work Placement I Part II
COOP	2314	Co-operative Work Extension Performance I
COOP	2501	Co-operative Work Placement II
COOP	2502	Co-op Work Placement II Part I
COOP	2503	Co-op Work Placement II Part II
COOP	2514	Co-operative Work Placement Extension Performance II
COOP	3301	Co-operative Work Placement III
COOP	3302	Co-op Work Placement III Part I
COOP	3303	Co-op Work Placement III Part II
COOP	4301	Co-operative Work Placement IV
COOP	4302	Co-op Work Placement IV Part I
COOP	4303	Co-op Work Placement IV Part II
DASH	2199	Applied Project
DSGN	2254	Field Study
ECED	1119	Practicum I
ECED	1219	Practicum II
ECED	1319	Practicum III
ECED	1329	Infant and Toddler Practicum
ECED	2419	Early Childhood: Special Education Practicum
EDAS	1111	Practicum I
EDAS	1211	Practicum II
EDAS	1311	Practicum III
FLMA	1280	Production Practicum for the Actor
FLMA	1281	Production Practicum for the Writer
FLMA	1282	Production Practicum for the Director
FSRV	1219	Orientation to Food Service Operations
FSRV	2329	Food Service Supervision Practicum
FSRV	2429	Food Service Management Practicum
FSRV	2529	Food Service Supervision – Final Practicum
FSRV	2629	Food Service Management – Final Practicum
GEOG	2275	Applied Human Geography
HCAS	1140	Personal Care and Assistance I
HCAS	1240	Personal Care and Assistance II
HCAS	1260	Practice Experience
LIBR	1219	Field Work I
LIBR	2419	Field Work II
MARK	2430	Marketing Strategy
MARK	3100	Special Events Planning and Marketing
NURS	1160	Nursing Skills I: Health Assessment I
NURS	1163	Nursing Practice I: Individual as Client
NURS	1260	Nursing Skills II: Health Assessment II
NURS	1263	Nursing Practice II: Older Adult as Client
NURS	2160	Nursing Skills III: Healing Assessment I
NURS	2163	Nursing Practice III: Adult as Client I
NURS	2260	Nursing Skills IV: Healing Assessment II
NURS	2263	Nursing Practice IV: Adult as Client II
NURS	3160	Nursing Skills V: Healing Assessment III
NURS	3164	Nursing Practice V: Adult as Client III(A): Medical-Surgical
NURS	3165	Nursing Practice V: Adult as Client III(B): Mental Health
NURS	3264	Nursing Practice VI(A): Family and Newborn as Client

NURS	3265	Nursing Practice VI(B): Infant, Child, Youth and Family as Client
NURS	3363	Nursing Practice VII: Populations as Client
NURS	4163	Nursing Practice VIII: Complex Client Care
NURS	4265	Nursing Practice XI: Transition to Professional Nursing Practice
NURS	5115	Clinical Skills Lab I
NURS	5125	Clinical Skills Lab II
NURS	5265	Clinical Simulation
NURS	5285	Clinical Nursing Practice
RECR	2497	Diploma Reflective Practicum in the Workplace
SSRV	1131	Social Service Field Work I

### Appendix III:

**Courses for which students cannot receive retroactive withdrawals include, but are not limited to:**

ANTH	1221	Field Techniques in Archaeology
ANTH	1222	Methods in Archaeology: Laboratory Analysis
ANTH	1223	Methods in Archaeology: Geospatial Analysis
ANTH	1224	Ethnoarchaeology
BUSM	1500	Business Presentation Skills
BUSM	2450	Business Planning
BUSM	3000	Business Management Practicum
BUSM	3220	Negotiating Skills
BUSM	3392	Managing the Employment Relationship
BUSM	3500	Business Competitions
BUSM	4300	Applied Business Project
BUSM	4850	Business Strategy
COOP	2301	Co-operative Work Placement I
COOP	2302	Co-op Work Placement I Part I
COOP	2303	Co-op Work Placement I Part II
COOP	2314	Co-operative Work Extension Performance I
COOP	2501	Co-operative Work Placement II
COOP	2502	Co-op Work Placement II Part I
COOP	2503	Co-op Work Placement II Part II
COOP	2514	Co-operative Work Placement Extension Performance II
COOP	3301	Co-operative Work Placement III
COOP	3302	Co-op Work Placement III Part I
COOP	3303	Co-op Work Placement III Part II
COOP	4301	Co-operative Work Placement IV
COOP	4302	Co-op Work Placement IV Part I
COOP	4303	Co-op Work Placement IV Part II
DSGN	2254	Field Study
EDAS	1111	Practicum I
EDAS	1211	Practicum II
EDAS	1311	Practicum III
FLMA	1280	Production Practicum for the Actor
FLMA	1281	Production Practicum for the Writer
FLMA	1282	Production Practicum for the Director
FSRV	1219	Orientation to Food Service Operations
FSRV	2329	Food Service Supervision Practicum

FSRV	2429	Food Service Management Practicum
FSRV	2529	Food Service Supervision – Final Practicum
FSRV	2629	Food Service Management – Final Practicum
LIBR	1219	Field Work I
LIBR	2419	Field Work II
MARK	1200	Selling Skills
MARK	2430	Marketing Strategy
MARK	3100	Special Events Planning and Marketing
RECR	2497	Diploma Reflective Practicum in the Workplace
SSRV	1131	Social Service Field Work I