

### **2.6.1 Course Change & Withdrawal**

#### **Preface:**

A.1 The decision to withdraw from or change a course or program should not be made without consultation with the instructor and/or educational advisor because of the possible impact on the educational future of the student.

In the event of a student deciding to withdraw from or change a course or courses, the following procedures will apply.

#### **Procedures:**

##### **B.1 Program or Course Withdrawal**

- B.1.1 Students in semestered courses may withdraw from a course(s) up to the end of the tenth week of the standard College semester as stated in the College Year section of the College Calendar by completing a Course Withdrawal/Change form, obtaining the instructor's signature (in the case of complete program withdrawals) and submitting the form to the Registrar or Campus Manager within the prescribed period. A 'W' grade will then be assigned by the Registrar for the course or courses.
- B.1.2 Students who miss the deadline and do not complete the course requirements will normally be assigned an "F" grade by the instructor unless they can satisfy the Registrar, in consultation with the instructor, that they were prevented from withdrawing within the deadline due to circumstances beyond their control. If such is the case a "W" grade may be assigned by the Registrar. Non-attendance by itself does not constitute an official withdrawal.
- B.1.3 Students who experience problems obtaining the required signatures on the Course Withdrawal/Change Forms should inform the Office of the Registrar immediately.
- B.1.4 Students who have medical or compassionate circumstances may apply for consideration of a late withdrawal (a grade change), or a tuition refund. Late withdrawal and refund requests will normally only be approved prior to the beginning of the next term. See Appendix A.

B.2 Course Change

- B.2.1 The addition or change of a course(s) will be allowed within two weeks from the first day of the semester as stated in the College Year section of the College Calendar without dropped courses appearing on the student's permanent record. Students must complete and submit a Course Change form to the Registrar or Campus Manager within the prescribed period.
- B.2.2 A change to credit or audit status will be allowed within ten weeks from the first day of the semester as stated in the College Year section of the College Calendar.
- B.2.3 In the case of a course not commencing during the standard first week of instruction of a semester, then all deadline dates are calculated from the Monday of the week in which the course commenced.

Issue Date: Sept. 21, 1994	Concerning: Students, Faculty and Administration	
Amendment: (4) <i>September 21, 2011</i>		
Manager Approval:	Title: Registrar	Date:

College Approval:

Title: President & CEO

Date: