



Policy:	E-2.2
Approved By:	Education Council
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Amendment Date:	
Policy Holder:	VP Education & Student Services

COURSE WITHDRAWALS

Purpose / Rationale

The purpose of this policy is to establish clear, consistent principles and guidelines for the course withdrawal process.

Scope / Limits

1. This policy applies to all students enrolled in College courses.
2. Official withdrawal deadlines do not normally apply to self-paced programs.

Principles

1. Camosun College recognizes that students may need to withdraw from course(s). Financial and/or academic penalties for course withdrawals may be imposed depending on whether students withdraw before or after the *Fee Deadline* or *Course Withdrawal Deadline*. (See Definitions and Table below.)
2. **Withdrawing Before or After the Fee Deadline:**
 - a) **Prior** to the Fee Deadline, students who drop courses will be refunded tuition and ancillary fees, but not the registration deposit.
 - b) **After** the Fee Deadline, fees are nonrefundable.

If students do not officially withdraw prior to the Fee Deadline, they will be required to pay all outstanding fees, will receive no further service until all fees are paid, and may be assigned an "F" grade.
3. **Withdrawing Before or After the Course Withdrawal Deadline:**
 - a) **Prior** to the Course Withdrawal Deadline (and after the Fee Deadline), students must follow official course withdrawal procedures (see Guidelines). A "W" (withdrawal) status will be entered on the student's record to indicate an official withdrawal has taken place.
 - b) **After** the Course Withdrawal Deadline, students may no longer officially withdraw. Students who fail to successfully complete the course may be assigned an "F" grade.
4. Students experiencing extenuating medical or compassionate circumstances who wish to withdraw after the course withdrawal deadline and/or ask for a refund may apply for special consideration. (See Guidelines, Section C.)

Summary of Academic and Financial Penalties:

	Before Fee Deadline	After Fee Deadline & Before Course Withdrawal Deadline	After Course Withdrawal Deadline
Academic Penalty	No penalty	No penalty	Possible penalty <i>(An "F" grade is placed on the student's record if the student fails to successfully complete the course.)</i>
Financial Penalty	Tuition and ancillary fees are refundable <i>(Registration deposit is nonrefundable)</i>	All fees are nonrefundable	All fees are nonrefundable

A. Definitions

1. Fee Deadline

The Fee Deadline is the date course fees are due and is the last day fees are refundable. This date is usually 14 days after the semester/quarter begins or 7 days after the term begins. Official Fee Deadline dates are published in the Camosun College Calendar. (See link.)

2. Course Withdrawal Deadline

The Course Withdrawal Deadline is the last day students may withdraw from courses to avoid a possible academic penalty. Course Withdrawal Deadlines are set at 66% of course length regardless of the start and end dates (with the exception of self-paced courses—see Limits). Students may obtain official Course Withdrawal Deadline dates from the following sources:

- a) For semester, term, and quarter courses with *regular* start and end dates, students must consult the Camosun College Calendar. (See link.)
- b) For courses with *irregular* start and end dates, students must contact Student Services.
- c) Withdrawal is not permitted for prior learning assessment (PLA) courses of one week's duration or less.
- d) Students enrolled in self-paced programs must consult Student Services for withdrawal deadlines.

B. GUIDELINES FOR WITHDRAWING AFTER THE FEE DEADLINE AND BEFORE THE COURSE WITHDRAWAL DEADLINE

1. Forms

To avoid academic penalty, all students **must** submit a *Registration Change Form* to Student Services. (This form is available at Student Services.)

2. Signatures

In addition to completing the *Registration Change Form*, the following students must obtain signatures of approval by contacting the appropriate office:

a) Students in Career Programs

In order to be fully informed of the implications of withdrawing from a course, students enrolled in career programs are required to obtain the signature of their program chair/leader prior to withdrawal.

b) International Students

International students who wish to withdraw are required to obtain a signature from an International Advisor in the International Education Department.

3. Loans

Students receiving student loans are advised to consult with a Financial Aid Advisor prior to withdrawing. Student loans may be affected by withdrawals when students fail to maintain enrolment in at least 60% of a full course load.

C. REQUESTING A REFUND AND/OR WITHDRAWING FOR MEDICAL OR COMPASSIONATE REASONS AFTER DEADLINES

Students experiencing extenuating medical and/or compassionate circumstances who wish to withdraw from course(s) and/or request a refund after Fee and/or Course Withdrawal Deadlines must proceed as follows:

1. To Request a Refund After the Fee Deadline and Before the Course Withdrawal Deadline:

- a) Obtain a *Withdrawal for Medical/Compassionate Reasons Form* from Student Services;
- b) Obtain appropriate documentation and write a letter of request and explanation to support the request (as explained in the form);
- c) Submit the form and documentation to Student Services for consideration.

2. To Request a Refund and Official Course Withdrawal After the Course Withdrawal Deadline:

- a) Obtain a *Withdrawal for Medical/Compassionate Reasons Form* from Student Services.
- b) Obtain appropriate documentation and write a letter of request and explanation to support the request (as explained in the form).

- c) Submit the completed form and documentation to the Dean's Office—or, in the case of international students, the International Education Department—for approval.
- d) If approval of late course withdrawal is granted, submit the completed form and documentation to Student Services to request a refund.

Note: Late withdrawals and/or refunds will normally only be approved prior to the beginning of the next semester, quarter or term.

D. STUDENT APPEALS

Students who wish to appeal decisions regarding final grades must refer to the *Student Appeal Policy*. (See link.)

E. FORMS

The following forms are available through Student Services:

1. *Registration Change Form*
2. *Registration Change After Fee Deadline Form*
3. *Withdrawal for Medical/Compassionate Reasons Form*

F. LINKS TO RELATED POLICIES AND CALENDAR

[E-1.5 Grading](#)

[E-1.7 International Education](#)

[E-2.4 Student Appeals](#)

[Camosun College Calendar](#)