

POLICY TITLE	Course Withdrawals
POLICY NUMBER	E-2.2
POLICY TYPE	Educational
APPROVAL DATE	September 18, 2000
APPROVAL BODY	Education Council
AMENDMENT DATE	June 16, 2014, April 15, 2020
NEXT REVIEW DATE	2025
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Registrar
SUPPORTING DOCUMENTS	N/A

COURSE WITHDRAWALS

PURPOSE

The purpose of this policy is to clarify course withdrawal requirements and process.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

This policy applies to all students enrolled in College courses.

This policy does not normally apply to Continuing Education and Contract Training courses. For Continuing Education and Contract Training courses, please see the [Continuing Education Tuition and Refund policy](#).

DEFINITIONS

- Course Withdrawal Deadline:** the last day students can withdraw from a course. **Note:** Course Withdrawal Deadlines are set at 66% of course length regardless of the start and end dates (with the exception of self-paced courses).
- Course Withdrawal:** the act of a student discontinuing enrollment in a course according to the [registration procedures](#).
- Fee Due Date:** the date by which course tuition and student fees must be paid.
- Refund Deadline:** the last day students can withdraw from a course to be eligible for a refund of tuition and student fees.



PRINCIPLES

1. The College is committed to supporting every student to achieve their academic goals.
2. Camosun College recognizes that circumstances in students' lives may impact their learning in a way that requires them to withdraw from a course.
3. The College recognizes that students are responsible for their educational journeys. It is the student's responsibility to follow the [registration procedures](#) outlined by the College.

STANDARDS FOR COURSE WITHDRAWAL TIMELINES

1. **Prior** to any Refund Deadline(s), students who drop courses will be refunded tuition and student fees, less any non-refundable amounts paid.
2. **Prior** to the Course Withdrawal Deadline, students must withdraw according to the [registration procedures](#). A "W" (withdrawal) status will be entered on the student's record to indicate an official withdrawal has taken place.

After the Course Withdrawal Deadline, students may no longer withdraw. Students who do not successfully complete the course may be assigned a failing grade. Students experiencing extenuating circumstances who wish to withdraw after the course withdrawal deadline should refer to the [Medical/Compassionate Withdrawals policy](#).

EXCEPTIONS TO COURSE WITHDRAWALS POLICY

Requests for exceptions related to this policy can be directed to the Office of the Registrar.

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND WEBSITES

- [E-1.5 Grading policy](#)
- [E-2.8 Medical/Compassionate Withdrawals policy](#)
- [Camosun College Academic Calendar](#)
- [Camosun College Continuing Education Tuition and Refund Policy](#)
- [Camosun College Registration Procedures](#)