
COURSE WITHDRAWAL

Approval Authority	Senate
Responsible Executive	Provost and Vice President, Academic
Related Policies / Legislation	Grading System (101) Student Academic Misconduct (70)

PURPOSE

This policy is to establish consistent principles and time limits for student-initiated course withdrawals at the University of the Fraser Valley (UFV).

SCOPE

This policy applies to all student-initiated withdrawals from courses at UFV, with the exception of non-credit continuing education courses and self-paced courses.

DEFINITIONS

In this policy, the following definitions apply:

Course: A set of lectures or lessons in a particular subject, with defined learning outcomes, offered under a designated subject code and course number.

Extenuating circumstances: Unusual circumstances beyond the student's control which make it impossible for the course to be completed.

Late withdrawal: A withdrawal after the withdrawal deadline.

Withdrawal: Official de-registration from a course through the Office of the Registrar or the online registration system.

Withdrawal deadline: The final date to withdraw from a course.

POLICY

UFV recognizes that students need to or choose to withdraw from courses for a variety of reasons. The time period established for withdrawals is intended to permit a reasonable period for students to withdraw from courses without academic penalty.

Students are permitted to withdraw without academic penalty until the withdrawal deadline. The withdrawal deadline is when 60% of the course duration has passed.

Withdrawals after the deadline may be considered on medical or compassionate grounds.

REGULATIONS

1. The Office of the Registrar will publish withdrawal deadlines and refund deadlines for courses with standard semester start and end dates on the UFV website. For courses with different start and end dates and self-paced courses, students should contact their instructor or the Office of the Registrar to determine withdrawal deadlines.
2. It is the student's responsibility to be aware of the deadlines for withdrawal, and to officially withdraw through the online registration system or through the Office of the Registrar prior to the deadline. Students who do not officially withdraw and who do not complete a course will be assigned an "NC" (Fail) grade for the course.
3. Withdrawals prior to 30% of the semester duration will not be noted on the official transcript.
4. A "W" (Withdrawal) grade will be recorded on the official transcript for withdrawals after 30% of the course duration. A "W" grade is not considered an academic penalty and is not counted in the UFV grade point average.
5. Under the Student Academic Misconduct policy, students who are subject to an academic penalty related to a course are not permitted to withdraw from the course.

Late withdrawals

1. Decisions for late withdrawal requests are made by a committee established by the Registrar or, for graduate courses, by the senior supervisor (if one has been appointed) and the Chair of the Graduate Program committee. The committee responsible for the decision may request information about the student's attendance and performance from the course instructor.
 2. Late withdrawals will be considered when:
 - Extenuating circumstances beyond the student's control have prevented the student from completing the course(s). Failure to be aware of, or meet, withdrawal deadlines or the desire to avoid a poor grade are not grounds for late withdrawal.
 - The student has submitted a written request, rationale, and supporting documentation, such as a medical certificate, not later than four months after the end of the semester. If extenuating circumstances prevent the student from requesting the late withdrawal within four months, a rationale for considering the request after the deadline is required and will be considered by the committee responsible for the decision.
 3. A late withdrawal will not be considered if the student is deemed to have written the final examination or equivalent final assignment, or to have completed the majority of course work such that a final grade can be calculated.
 4. Should a late withdrawal be approved, a "W" (Withdrawal) grade will be assigned.
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