

COURSE WITHDRAWAL (Revised)

Approval Authority	Senate
Responsible Executive	VP Academic
Related Policies / Legislation	Grade Point Average (104) Grading System (101) Student Academic Misconduct (70) Attendance (62)

PURPOSE

This policy is to establish consistent principles and time limits for student-initiated course withdrawals.

SCOPE

This policy applies to student-initiated withdrawals from all courses offered for credit at the university other than courses with flexible completion times, such as self-paced courses.

DEFINITIONS

In this policy, the following definitions apply:

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.

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

Late withdrawal: A withdrawal after the withdrawal deadline.

Extenuating circumstances: Unusual circumstances beyond the student's control which prevent the student from completing 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, which is when 60% of the course duration has passed.

REGULATIONS

1. The Office of the Registrar will publish withdrawal and refund deadlines for courses with standard semester start and end dates on the UFV website. For courses with different start and end dates, students should contact their instructor or the Office of the Registrar to determine withdrawal deadlines.
2. Students are responsible to be aware of the deadlines for withdrawal, and to officially withdraw prior to the deadline using withdrawal procedures established by the Office of the Registrar. Non-attendance does not constitute a withdrawal. Students who do not complete a course and do not officially withdraw will be assigned a grade of "NC" (Fail) 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. Withdrawals after the withdrawal deadline are permitted only on medical or compassionate grounds, when there are extenuating circumstances beyond the student's control. Failure to be aware of, or meet, withdrawal deadlines or the possibility of receiving a poor grade are not grounds for late withdrawals.
 2. Late withdrawals require a student's written request, rationale and appropriate supporting documentation, such as a medical certificate.
 3. Late withdrawal requests must be submitted to the Office of the Registrar as soon as possible after the problem arises and no later than four months after the end of the semester.
 4. Late withdrawals 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.
 5. Late withdrawal from undergraduate courses requires approval by the majority of a Late Withdrawal committee established by the Registrar.
 6. Late withdrawal from graduate courses requires approval by the senior supervisor (if one has been appointed) and the Chair of the Graduate Studies committee.
 7. Should a late withdrawal be approved, a "W" (Withdrawal) grade will be assigned.
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