

TITLE: DROPPING AND WITHDRAWAL FROM COURSES BY STUDENTS

POLICY:

A student will be allowed to drop or withdraw from an individual course up to the date indicated as the drop or withdrawal date in the Academic Schedule.

PURPOSE:

This policy provides guidance to the Registrar in providing adequate records of student academic activity at the College. It also provides a clear statement of the meaning of the student record to those who wish to interpret the transcript that is provided to the student.

SCOPE:

This policy applies to all students in credit programs at Red Deer College and to all staff involved in recording the activities of students related to withdrawal from courses.

DEFINITIONS:

Drop: Students officially drop a course before the date specified in the academic schedule (normally one week after the first day of classes for fall and winter terms or one scheduled class with a prorated number of days for shorter terms). No notation of the course is made in the academic record of the student.

Withdrawal: Students officially withdraw from a course after the last day to drop and before the last day to withdraw without academic penalty as specified in the academic schedule (normally three weeks prior to the end of classes for Fall and Winter terms and prorated for shorter terms). A notation of "WD" is included in the academic record of the student with no effect on academic standing or GPA calculation.

PRINCIPLES:

Procedures and decisions at Red Deer College:

- Are not discriminatory, disrespectful, undignified, or unnecessarily intrusive.
- Provide appropriate confidentiality and privacy.
- Do not hinder appropriate access to education.
- Ensure that all learners are treated fairly.
- Operate with clear written expectations for learner conduct and handling of complaints.
- Ensure that all accreditation standards are met.
- Ensure that a high standard of administration and instruction in all areas of educational programs are maintained and clearly stated in College policies.

GUIDELINES:

- A course dropped prior to the drop date will not appear on the student's transcript.
- A course dropped prior to the withdrawal date will be indicated with a letter code of WD on the student's transcript.
- The final letter code of WD will not affect the student's Grade Point Average (GPA).
- In exceptional circumstances, a student may be allowed to drop or withdraw from a course after the last day to drop or withdraw indicated in the Academic Schedule.

PROCEDURE:

1. Course Drop or Withdrawal

To drop or withdraw from a course, a student must complete a drop or withdrawal form and, when required, have the form signed by the Chairperson of the student's program area or an Academic Advisor, depending on which individual is responsible for advising in that program.

2. Late Drop or Withdrawal

- (i) When a student wishes to drop or withdraw from a course after the date indicated in the Academic Schedule, he/she may speak with the Program Chairperson or a counsellor regarding the circumstances leading to the drop/withdrawal, in which case the Chairperson/counsellor may recommend a late drop/withdrawal to the Academic Advisor.
- (ii) The student must make the request for a late drop/withdrawal to an Academic Advisor. If there are compelling reasons, a late drop/withdrawal may be granted.
- (iii) If the late drop/withdrawal is denied by the Academic Advisor, the student may appeal the decision to the Registrar.
- (iv) Where a refund of fees is being requested in conjunction with a late drop/withdrawal, the student must request, in writing, the late drop/withdrawal through the office of the Registrar.

3. Complete Withdrawal

To drop or withdraw from all registered courses, a student must complete a drop or withdrawal form and, when required, have the form signed by the Chairperson of the student's program area or an Academic Advisor, depending on which individual is responsible for advising in that program.

Prior to making the decision to completely withdraw, the student may speak with the Program Chairperson, Academic Advisor, or a Counsellor regarding the circumstances leading to the drop/withdrawal and to clarify any implications of the decision.

RESPONSIBILITY: Registrar

CONSULTATION FOR REVIEW: Associate Vice President, Students and Enrolment Management, Deans' Council, Students, Faculty.

POLICY REVIEW DATE: November 2012

EFFECTIVE DATE: January 1, 2008

REVISED DATE: July 1, 2003
November 20, 2007

RELATED POLICIES:

- [EL-A4 Participation and Treatment of Learners](#)
- [EL-D1 Curriculum and Instruction](#)
- [Grading](#)
- [Academic Schedule](#)