

 University College of the North Policies & Procedures Manual	# Pages: 1 of 5	Policy Number: AC-01-37
	Approved by: Learning Council	
Section: Academic - Students	Effective Date: June 14, 2022	
Title: Course Withdrawal	Replaces: AC-01-16 Voluntary Withdrawal AC-01-20 Retroactive Withdrawal	

POLICY STATEMENT

University College of the North (UCN) is committed to student persistence, success, and completion. UCN recognizes that circumstances may arise whereby a student feels it is in their best interest to withdraw from a course. There may also be circumstances where UCN determines that it is in the best interest of a student or the UCN community to initiate an administrative withdrawal of a student.

PURPOSE OF POLICY

This policy defines the various types of course withdrawals at UCN and outlines the process for completing the enrolment withdrawal.

DEFINITIONS

- a) **Add/Drop Period:** refers to the time period designated as the 100% refund period. Drops within this period will be refunded all fees at 100%, will not appear on the student's transcript, and will not impact the student's academic performance. Drops within this time period may impact financial aid or sponsorship.
- b) **Administrative/Faculty Withdrawal (FIW):** refers to action taken by UCN resulting in the withdrawal of a student from a course(s) or program when a withdrawal is deemed to be necessary to protect the health, safety, or integrity of the learning environment.
- c) **Important Dates and Deadlines:** Advertised dates throughout the term, which for the purpose of this policy, indicate final dates for changing course enrolment status. The dates indicated are dates for courses for the noted term dates. For courses and programs which are less or greater than the advertised term dates please consult with the Enrolment/Student Services Office or with an Academic Advisor for the appropriate date.

- d) **Retroactive Withdrawal (RW):** refers to a student-initiated request to UCN Appeals Committee to withdraw from a course after the Voluntary Withdrawal deadline date.
- e) **Voluntary Withdrawal (VW):** refers to a student-initiated action to withdraw from a credit course after the Add/Drop period but within the Withdrawal Period.
- f) **Withdrawal Period:** refers to the period of time during which students can withdraw from a credit course. This period occurs after the Add/Drop period and concludes on a specific date as published in the Important Dates and Deadlines which can be found in the Academic Calendar. Courses of shorter and greater length than the regular term dates will be adjusted in accordance with the 75% course completion period in mind. Withdrawal date information may be requested by contacting the Enrolment Services/Student Services Office.

PROCEDURES

Voluntary Withdrawal

- a) A student may voluntarily withdraw from a course(s) after the defined Add/Drop period but prior to seventy-five (75%) of the course being conducted without academic penalty. The date published to voluntarily withdraw, as noted within the Important Dates and Deadlines located within the Academic Calendar, are for courses that run for the full term. Course(s) of shorter or greater length than regularly published term dates will have varying voluntary withdrawal deadline dates. Students may inquire within the class syllabus or Enrolment Services/Student Services Office for specific course deadline dates. Upon withdrawal, students will not be able to attend the course.
- b) A student may be entitled to a full or partial refund should the withdrawal be requested prior to the stated refund deadline dates within the Academic Calendar.
- c) To voluntarily withdraw from a course, a student must submit a Registration Revision form to Enrolment Services/Student Services prior to the stated deadline date.
- d) A student withdrawing from a course(s) prior to the stated deadline date for a voluntary withdrawal will not incur an academic penalty, however, will receive a grade of "VW" on their academic record. A grade of "VW" does not affect the students' Term and/or Career GPA.
- e) A student who does not withdraw prior to the last date for voluntary withdrawal will be awarded a grade of "F". Non-attendance by itself does not constitute an official withdrawal.
- f) After the stated voluntary withdrawal deadline date, a student may request a Retroactive Withdrawal, should extenuating circumstances inhibit the completion of a voluntary withdrawal.

Retroactive Withdrawal

- a) A student who was incapable of withdrawing from a course due to extenuating medical/personal circumstances prior to the published voluntary withdrawal period and has therefore received a grade of "F", may request a retroactive withdrawal ("RW") to the Registrar.
- b) Students are encouraged to meet with a UCN Academic Advisor and/or Counsellor to ensure that they are following the process which is appropriate for their situation. The "RW" process is not intended to be a substitute for other academic processes such as their academic standing or voluntary withdrawal.
- c) Students who believe that they have a legitimate extenuating circumstance that warrants an "RW" request may do so by applying to the Registrar. The application request must include the following:
 - a personal statement from the applicant outlining the rationale for the request;
 - a completed Application for Retroactive Withdrawal Form;
 - supporting documentation from a relevant professional (e.g. medical doctor, mental health worker, etc.); and
 - any other documentation that the applicant feels is relevant to the situation.

Examples of rationale which are not considered legitimate include, but are not limited to:

- Unfamiliar with the withdrawal process or responsibility;
 - Not being aware of the deadline;
 - Forgetting about the deadline;
 - Being unaware of Enrolment Services/Student Services Office hours of operation;
 - Anticipated poor grade in the course;
 - Personal convenience (including travel plans);
 - Family events;
 - Employment circumstances;
- d) The submission must be made by the applicant no later than twelve (12) weeks after the end of the academic term in which the course was taken. In instances where the course end date is after the term end date, then the twelve (12) week period will begin upon the course completion date.
 - e) No request may be made, nor will be considered prior to the published voluntary withdrawal (VW) date for the term in which the course is being taken.
 - f) The Registrar will request from the appropriate Dean/Faculty a written recommendation, along with additional information with regards to the situation prior to convening and providing the Appeals Committee with the "RW" request.

- g) The Registrar or designate will review all evidence/documentation and render a decision which will be relayed to the student upon completion.
- h) Decisions rendered by the Registrar may be appealed via the “Student Appeal – Retroactive Withdrawal Decisions Policy”

Administrative/Faculty Withdrawal

- a) Reasons for an Administrative withdrawal may include, however, are not limited to the following items:
 - Excessive absences from class by a student, thus demonstrating unsatisfactory academic and course engagement at any point in the term, or is deemed to affect the learning environment, or jeopardize the integrity of the course/program.
 - Falsification and/or omission of information provided to UCN, including failure to provide accurate and complete information on the admissions application;
 - The student cannot be adequately helped by available resources within UCN and the surrounding community;
 - A student Code of Conduct sanction;
 - Based on behavioral indicators is unable to function effectively in the residential or UCN community;
 - Threatens or engages in behavior that poses a reasonable possibility of significantly affecting the safety, health, or well-being of any members of the university college community including its visitors; and/or significantly disrupts the activities and functions of UCN;
 - Other reasons deemed appropriate by the proper administrator (ex. Falsifying of information in order to gain admissions to UCN. Various and/or multiply academic infractions).
- b) Administrative/Faculty Withdrawal:
 - A registered student who does not attend the first two events (e.g., lectures/labs/ etc.) of their course(s) and who has not made prior arrangements acceptable to the Faculty member may, at the discretion of the Faculty member, be considered to have withdrawn from the course(s) and have his/her course registration(s) deleted. It is the responsibility of the student to ensure they drop courses if their plans have been altered with regards to attending course(s) or UCN in general. A one-time 100% reversal of fees will be processed for a first-year, first-term student at UCN. Communication will be provided to the student regarding the transaction.
 - Upon recognition of a student struggling within a course or program, Faculty may initiate the Early Intervention (EI) process. The EI process can be initiated for academic, personal or disciplinary reasons. This process is to be initiated only after the faculty has

attempted to address the situation with the student (if at all possible) without resolution to the issue.

- If the issue is not addressed through the EI process, Faculty can escalate their concern and fill out a Performance Agreement.

OTHER RELATED POLICIES/DOCUMENTS

AC-01-23 Academic Performance

AC-01-27 Student Discipline

AC-01-28 Student Code of Rights and Responsibilities

AC-03-02 Grading

FI-03-01 Tuition Refund

Academic Calendar