
Policy Title:	Course Changes and Course or Program Withdrawals		
Policy No:	9068	Policy Version:	1
		Approval Date:	2004
Original Submission Date:	2004	Effective Date:	2004
Approval Body:	Academic Council	Revision Date:	July 2015

Policy Statement

Students may drop, add, or change courses after registration; or withdraw or may be withdrawn from the program within the limits as set up by Acsenda School of Management (ASM). ASM may impose academic and/or financial penalties on students when they drop, add, change courses or withdraw or are withdrawn from the program.

Purpose

The purpose of this policy is to provide students with opportunity to make changes to their learning plans and to ensure that they are informed about the processes and consequences of course changes and voluntary or involuntary course or program withdrawals.

Scope

Students who, after registering, find it necessary or desirable to add/drop courses, change courses or course sections, change status (from credit to audit or from audit to credit), withdraw from individual courses, or withdraw completely from Acsenda School of Management may do so in accordance with policies, procedures and penalties outlined in this policy. Acsenda School of Management reserves the right to deny requests for course changes or course withdrawals for operational reasons including the ability to plan and balance faculty workloads and class sizes.

I. OFFICIAL WITHDRAWAL

Withdrawal from the COURSE

Dropping / Adding/withdrawal from Courses by the Student

Students are required to complete a *Course Drop / Add Form* in order to add or withdraw from any course or to change course sections. The completed form must be submitted to the Registrar's Office before the drop/add deadline, which is the second class of the academic term.

If a request for a course change cannot be accommodated for operational or other reasons, the Registrar's Office will provide an explanation to the student.

If a student withdraws from a course before the drop/add deadline, no academic or financial penalty will apply.

If a student withdraws from a course after the drop-add deadline, the Refund Policy on Tuition and Other Fees will apply (Refer to the Refund Policy Table).

Students may not add courses after the drop/add deadline except with written permission from the Dean of Business.

Withdrawal from a course by the Registrar

Students who have not attended a class by the second week of the term without notifying the instructor or the Registrar's Office will be removed from the course.

Students who have missed three (3) classes at any time throughout the term without permission will be required to withdraw from the course and will not be eligible for any refund.

If a student is withdrawn from a course by the Registrar, the Refund Policy on Tuition and Other Fees will apply (Refer to the Refund Policy Table).

A student who is withdrawn from a course may appeal the decision to the Dean in accordance with the Student Appeals Policy.

Withdrawal from the PROGRAM

Withdrawal from program of study by the student

Students may voluntarily withdraw from their program of study by completing and submitting a completed *Program Withdrawal Form* to the Registrar's Office.

A student who voluntarily withdraws but later decides to re-enroll into the program must apply for re-admission.

A student who is withdrawn by the Registrar may apply for re-admission according to the terms outlined in the Letter of Withdrawal.

Students who apply for re-admission must complete an *Application for Re-admission Form* available from the Registrar's Office. A re-admission fee will normally be required.

A student who is withdrawn from the program may appeal the decision to the Dean in accordance with the Student Appeals Policy.

II. UNOFFICIAL WITHDRAWAL

Students who fail to return from an approved term break by the drop/add date will be issued unofficial withdrawal from their program of study. Withdrawal letters will be mailed to students during the third week of the academic term.

Students may be issued unofficial withdrawal from their program of study for failing to meet the minimum academic requirements or as a consequence of an academic or non-academic offense in accordance with the Academic Calendar.

III. ACADEMIC and FINANCIAL PENALTIES

The Refund Policy on Tuition and Other Fees will apply to students who voluntarily withdraw or are withdrawn by the Registrar from their program of study.

Students who withdraw from a course/program or are withdrawn by the Registrar will be subject to the following academic penalties:

Withdrawal period	Academic Penalty	
	Withdrawal by Student	Withdrawn by the Registrar
After the Enrolment Contract has been signed and before the first class of a registered course	<ul style="list-style-type: none"> No academic penalty Student is removed from class list 	
Before the second class of a registered course for the academic term	<ul style="list-style-type: none"> No academic penalty Student is removed from class list 	
After the 2nd and before the 4th class of a registered course for the academic term	<ul style="list-style-type: none"> Student receives a grade of "WD" (Official Withdrawal) 	<ul style="list-style-type: none"> Student receives a grade of "UW" (Unofficial Withdrawal)
After the fourth class of a registered course for the academic term	If the student is passing based on the percentage of completion	
	<ul style="list-style-type: none"> Student receives a grade of "WD" 	<ul style="list-style-type: none"> Student receives a grade of "UW"
	If the student is failing based on the percentage of completion	
	<ul style="list-style-type: none"> Student receives a grade of "F" 	<ul style="list-style-type: none"> Student receives a grade of "F"

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Drop / add deadline	A specific day and time after the term start before which students may make course changes without penalty
Official Withdrawal (WD)	Mark given if student applies, in writing, to withdraw from a course or program and this application is approved by the Dean.
Unofficial Withdrawal (UW)	Mark issued if the student stops attending classes but does not officially withdraw from them.

Related legislation

None

Related policies

Policy Number	Policy Title
3011	Refund Policy on Tuition and Other Fees
5650	Attendance Policy
9054	Grading Scheme
5010	Student Appeals Policy

Responsibility

- The student is responsible to complete the *Course Drop/Add Form* or the *Program Withdrawal Form* and submit it to the Registrar's Office before the drop/add deadline. The student is responsible for any academic or financial penalty that may be incurred as a result of course changes after the drop/add deadline according to the Refund Policy on Tuition and Other Fees.
- If the student is unable to attend in the first week of a course but plans to complete the term, it is the student's responsibility to contact in writing to the instructor and to the Registrar's Office in advance for permission.
- The Registrar's Office is responsible for administration of the Course Changes and Course or Program Withdrawals policy. This includes advising students on any penalties or other impacts associated with dropping or adding courses. The Registrar's Office is also responsible for noting course changes, or course or program withdrawals on student records and/or transcripts.
- The Dean is responsible for reviewing then approving or denying any exceptions to this policy.
- The Registrar is responsible for proposing revisions to the policy to the Academic Standards Committee. Revisions to the Course Changes and Withdrawals Policy must be approved by Academic Council.

PROCEDURE

Policy Title:	Course Changes and Withdrawals	Policy Version:	1
Policy No:	90687	Approval Date:	2004
Original Submission Date:	2004	Effective Date:	2004
Approval Body:	Academic Council	Revision Date:	July 2015

The student completes and submits a *Course Drop / Add Form* or a *Program Withdrawal Form* to the Registrar's Office in order to add or withdraw from any course or program accordingly. The student should consult with the Registrar or the Dean prior to making a decision to withdraw from their program of study.

The Registrar's Office will process the request for the course change and/or withdrawal of a student from a program of study.

The Registrar will notify the student that unless the request is received on or before the drop/add date, the change cannot be accommodated. If the request is received after the drop/add deadline, the Registrar's Office will advise the student of any academic or financial penalties that will apply and of the consequences that may affect the student's progression (program plan).

The Registrar's Office will provide a written notification that the student has been formally withdrawn.

The Registrar's Office will record the appropriate grade or notation on the student's transcript and retain the documentation in the student's record.

The Registrar will notify the Dean of any exceptions requiring the Dean's approval.

A student who wishes to appeal a decision to be withdrawn from a course or a program must do so in accordance with the Student Appeals Policy.

The Registrar's Office will notify the student in writing of the Dean's decision.

APPENDICES

Policy Title:	Course Changes and Course or Program Withdrawals	Policy Version:	1
Policy No:	9068	Approval Date:	2004
Original Submission Date:	2004	Effective Date:	2004
Approval Body:	Academic Council	Revision Date:	July 2015

- Course Add/Drop Form
- Program Withdrawal Form

COURSE DROP / ADD FORM

PERSONAL INFORMATION

Name: _____ Student #: _____ TERM: _____

Acsenda School of Management (ASM) is committed to using personal information we collect in accordance with applicable provincial and federal privacy legislation. By completing this form, you are consenting to have ASM use the submitted information for the purposes consistent with academic and support services of a post-secondary educational institution.

Students Signature: _____ Date: _____

COURSES TO BE ADDED

Course Code	Course Name	Class Start Date	Comments:	Approved

Reason: _____

COURSES TO BE DROPPED

Course Code	Course Name	Class Start Date	Comments:	Approved

Reason: _____

OFFICE USE ONLY:

ADVISED:

ADMISSIONS: YES N/A _____

INSTRUCTORS: YES N/A _____

FINANCIALS:

INVOICE: YES N/ATextbooks adjusted _____

FAST: YES N/A _____

SCHEDULE:

FAST: YES N/A _____

ATTENDANCE SHEETS: YES N/A _____

Dean's Ruling: Approved Not Approved

Comments: _____

Signature: _____ Date: _____