

Columbia College Course Drop / Program Withdrawal Policy

<p>NOTE: Must; Shall; Will: Should: May or Could; Can:</p>	<p>Clarification of Terms These words or phrases indicate actions or activities that are <i>essential or mandatory</i>. This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.</p>
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Introduction

This document provides Columbia College employees with information relating to policies and regulations governing withdrawals of both Pre-Career (Academic Upgrading, English as a Second Language, and Integrated Training programs) and Professional Program Students. It clearly defines the types of withdrawals at Columbia College and how a withdrawal is noted on a student’s official transcript. This document does not include the Continuing Education, Nursing Refresher, CSSD or Job Search Strategies Services Department.

Dropping an Individual Course

1. Students who wish to drop a course and not have it appear on their academic record must:
 - a. ...drop a course within 5 school operating days from the start of the semester or before the third scheduled class, whichever is greater;
 - b. ...pick up a ‘*Course Drop / Withdrawal*’ form from the front administration area in building 802;
 - c. ...schedule an appointment with the following:

Program Area	Who to meet with
Pre-Career Students	Pre-Career Admission Advisor
Professional Program Students	Program Chair
University Prep Students	Professional Program Admission Advisor

- d. Students must complete the ‘*Course Drop / Withdrawal*’ form and review it with the student advisor/program chair at the appointment (depending on the program).

Please Note: If the student calls into the College to discuss the Course Drop/Withdrawal, the individual in the table above should fill out the Course Drop/Withdrawal form.

2. Part-time students taking courses on a course-by-course basis will be refunded all fees paid for the individual course less the \$200 registration fee or the cost of any educational supplies already picked up and opened by students – whichever is greater.
3. Students who drop a course will have a refund provided to the funding source according to the current refund policy calculation table located in the Accounting Office.

4. Students who drop a course and had received a grant and/or scholarship for the course dropped, may be required to pay back a portion of or all of the funds received to the original provider of the grant or scholarship.
5. Students who drop a course will have the registration of this course removed from their academic record.

Withdrawing from a Course

6. Students who missed the deadline to drop a course must:
 - a. ...pick up a *'Course Drop / Withdrawal'* form from the front administration area in building 802;
 - b. ...schedule an appointment with a student advisor for pre-career students; and a program chair for professional program students. Students must complete the *'Course Drop / Withdrawal'* form and review it with the student advisor/program chair at the appointment (depending on the program).
7. The Accounting department will process all eligible refunds for student withdrawals according to their department procedures and consistent with government regulations.
8. Students, who withdraw from a course when less than 50% of the semester has been completed, will be given a final grade of "WD" for the course. This "WD" will appear on the student's transcript, but not be calculated towards their Grade Point Average (GPA).
9. Students, who withdraw from a course when greater than or equal to 50% of the semester has been completed, will receive a final grade of "WF" (Withdrawal Fail) on their official student record and credit will not be awarded for the course. A "WF" represents that the student withdrew in the latter half of the course, and did not obtain all the requirements needed to complete the course successfully.
10. For Professional Program students, a WF on a student's transcript will impact the overall GPA. If a student repeats the course and obtains a passing grade, the original WF will remain on the transcript, but will be removed from the GPA calculations.
11. Where a course withdrawal has special circumstances attached to it, the Registrar or designate can award a grade of "WD".
12. Special circumstances will be considered by the Registrar or designate for the following:
 - a. Medical Withdrawals or Family Illness
 - b. Family or Personal Emergencies
 - c. Employment Conflicts
13. Where required, consultation with the Program Chair may occur when determining whether a special circumstance will warrant changing 'WF' to 'WD'.
14. Students who wish to repeat a course that has received a "WD" and/or "WF" should review the College Calendar section entitled "Clearing Course Deficiencies".
15. Students can withdraw from a course prior to the last day of their scheduled classes. For programs with a scheduled final exam, students can withdraw the day before their scheduled final exam date.
16. Students will be sent an official letter of the course withdraw from the Office of the Registrar once they have been formally withdrawn.

Students Request to Withdraw from a Program

17. Students who wish to withdraw from a program must:
- ...pick up a 'Program Withdrawal' form from the front administration area in building 802;
 - ...schedule an appointment according to the table below: (students must complete the 'Program Withdrawal' form prior to the appointment and submit it to the advisor/program chair at the appointment)

Program Area	Who to meet with
Pre-Career Students	Pre-Career Admission Advisor
Professional Program Students	Program Chair

Please Note: If the student calls into the College to discuss the program withdrawal, the individual in the table above should fill out the 'Program Withdrawal' form.

18. Students who withdraw from a program may be eligible for a refund. This refund will be automatically provided to the student or other funding source (i.e. grant, scholarship, etc.) according to the applicable refund policy calculation table located in the Accounting Office. For student loan and user pay students, the refund policy is outlined on the back of the Student Contract which is signed by the student at the admissions stage.
19. Students, who withdraw from a program when less than 50% of the semester has been completed, will be given a final grade of "WD" for all courses they are currently registered in. This "WD" will appear on the student's transcript, but not be calculated towards their Grade Point Average (GPA).
20. Students, who withdraw from a program when greater than or equal to 50% of the semester has been completed, will receive a final grade of "WF" (Withdrawal Fail) on their official student record and credit will not be awarded for the course. A "WF" represents that the student withdrew in the latter half of the course, and did not obtain all the requirements needed to complete the course successfully.
21. For Professional Program students, a WF on a student's transcript will impact the overall GPA. If a student repeats the course and obtains a passing grade, the original WF will remain on the transcript, but will be removed from the GPA calculations.
22. Where a course withdrawal has special circumstances attached to it, the Registrar or designate can award a grade of "WD".
23. Special circumstances will be considered by the Registrar or designate for the following:
- Medical Withdrawals or Family Illness
 - Family or Personal Emergencies
 - Employment Conflicts
24. Where required, consultation with the Program Chair may occur when determining whether a special circumstance will warrant changing 'WF' to 'WD'.

25. Students who wish to repeat a course that has received a “WD” and/or “WF” should review the College Calendar section entitled “Clearing Course Deficiencies”.
26. Once a student’s withdrawal is complete, a student may reapply to Columbia College through the readmission process; however there is no guarantee that Columbia College will permit the student to return into the program upon re-application.
27. Columbia College reserves the right to ask students to meet additional conditions as a part of the re-application process when deemed necessary.
28. Students will be sent an official letter of withdraw from the Office of the Registrar once they have been formally withdrawn.

Withdrawing from a Program for Employment or Further Education

This section of the policy only applies to Grant Funded Students.

29. If a student has completed more than 50% of his/her service plan and withdraws for employment or further education, the student’s plan is updated to show the change and justification is noted in Mobius. The student’s admission advisor will enter the justification into Mobius.
30. Students who withdraw from their service plan early for employment or further education are required to speak with their Student Advisor to change their service plan.

Calculating Withdrawal Dates

31. Withdrawal dates will be determined by the Office of the Registrar.
32. The withdrawal date will be the last day of attendance for all non-attendance related withdrawals.
33. For students who have requested to be withdrawn from their program, the withdrawal date will be the last day of attendance or the last excused absence, whichever is later.
34. For students who are withdrawn due to their attendance, the withdrawal date will be calculated as follows:

Circumstance	Withdrawal Date Calculation
Student is absent for five consecutive school operating days without notifying the College	Withdrawal date will be the first day of absence.
Student is absent for over three consecutive weeks (note, time in between semesters will not be calculated in the three weeks; holidays within the semester will be calculated in the three weeks)	Withdrawal date will be the day after the three weeks (if after the three weeks the student has not provided verifiable documentation to support the excused absence, the ninth unexcused absence in the semester should be used in the calculation)
Student has exceeded eight unexcused absences in a Pre-Career semester, or the duration of the certificate or diploma (i.e. 6 month period for the certificate year, and 6 months for the diploma) for Professional Programs	The day the student exceeded eight unexcused full-day absences

Staff Recommendations for Student Withdrawal from a Course/Program

35. Staff may recommend that a student be withdrawn from a course or program due to:
 - a. Lack of academic progress
 - b. Non-academic misconduct
 - c. Attendance
36. Recommendations for student withdrawals due to a lack of academic progress or course deficiency must be reviewed by a council to ensure that all avenues of student retention and success have been explored. This quality management process is to ensure that the College has duly supported the student, as well as to identify areas for future support. This council includes the following members:
 - a. Program Chair or designate; and/or Program Coordinator
 - b. Student Services Manager or designate
 - c. Registrar or designate
37. Recommendations for student withdrawals due to a non-academic offense must be reviewed by a disciplinary council to ensure that all avenues of student retention and success have been explored. This quality management process is to ensure that the College is providing a fair process of review for the student, while maintaining a safe environment for all stakeholders. This council includes the following members:
 - a. Program Chair or designate; and/or Program Coordinator
 - b. Student Services Manager or designate
 - c. Registrar or designate
38. Recommendations for student withdrawals due to an attendance violation will be submitted to the Program Chair and Student Services Manager by the Office of the Registrar for review and final approval. This quality management process is to ensure that the College has duly supported the student and that the process is fair, timely and complete; while meeting government student finance attendance regulations.
39. All notifications to students about the Program Withdrawal must come from the Office of the Registrar following a completed and approved 'Recommendation for Withdrawal' form. Once approved, the Office of the Registrar will issue a formal withdrawal letter and give to the Program Chair to distribute to the student in person. If the student is not available to meet in person, the letter should be returned to the Office of the Registrar who will then mail forthwith.
40. Students are allowed to continue in their program while a 'Recommendation for Withdrawal' is being reviewed and processed. This includes picking up textbooks and attending classes.
41. Students with practicums may require an adjustment to the start of their practicum if there is an outstanding review being done on a previous semester's academic deficiency that was a pre-requisite for the practicum.

Student Appeals

42. All students who are withdrawn from the College have the right to appeal this decision. Students will be notified of this right on their official withdrawal letter from the Office of the Registrar. Please refer to the 'Student Appeals: Policy and Procedure' document for further information.