

Policy Title	Withdrawal from a Course Policy
Policy Holder	Registrar's Department
Policy Approver(s)	Senior Team
Related Policies	Ch5-s1-04 Withdrawal from the College Ch5-s1-06 Program Overload Fees
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2023-Aug-1
Next Review Date	2023-Aug-1

Purpose

To inform on how and when to withdraw from a post-secondary course and the impacts of withdrawal

Scope

This policy applies to all students registered in post-secondary courses.

Definitions

Word/Term	Definition
Academic Calendar	A collection of academic dates posted to the website
Standard 14-week	Refers to the standard 14 week semester for that term (Fall, Winter, Spring) as published in the academic calendar
Overload Fees	Part-time tuition rate charged to full-time students who take over 105% of their standard course load for the semester

Governing Laws and Regulations

Minister's Binding Policy Directive: Framework for Programs of Instruction
 Ontario Qualifications Framework

Policy Statements

Withdrawal With a Refund & Without Academic Penalty

For standard 14-week courses, students must withdraw from a course within the first 10 days of classes to receive a refund.

To be eligible for a refund from courses that do not follow standard course dates (14 week semester), students must withdraw before the third class. Exceptions may apply to courses less than 4 weeks.

There is no academic penalty when withdrawing within the above timelines.

Withdrawal Without Academic Penalty (Refund not applicable)

To withdraw from a standard 14-week course without academic penalty but without a refund, students must withdraw prior to the dates published for the term in the Academic Calendar which is posted on the College website.

For courses that do not follow the standard 14 week schedule, students must withdraw two-thirds of the way into course. Example: where a course is 9 weeks a student must withdraw by the end of the 6th week. Full-time students withdrawing from a program at the College are required to submit a completed College Withdrawal Form.

Withdrawal With Academic Penalty

Withdrawal from a course after the academic penalty deadline is not recommended. Students who withdraw after the academic penalty deadline will receive an automatic 'F' (failure) grade on the academic transcript.

Ontario Learn Withdrawal

Ontario Learn courses have separate start/end dates and deadlines. Please refer to the Ontario Learn web page.

Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

Revision History

Version	Change	Author	Date of Change
	New format	Richard Gemmill	2023-04-20