

Procedure Title	Withdrawal from a Course Procedure
Procedure Holder	Registrar's Department
Procedure Approver(s)	Senior Team
Related Policies	Ch5-s1-04 Withdrawal from the College Ch5-s1-06 Program Overload Fees
Related Procedures	
Appendices	Appendix 1 Modified Registration Form
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2023-Aug-01
Next Review Date	2026-Aug-01

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

Procedure Statements

Action	Responsibility
1. Withdrawing from a Confederation College Post-Secondary Course	
1.1 Student fills in a modified registration form and has it signed by either a Program Coordinator, Student Success Advisor or Campus Director to ensure the student receives advisement on the implications of withdrawing from the course. The form is then submitted to the Information Hub, local regional campus or registrationservices@confederationcollege.ca for processing.	Student
2. Re-taking courses that were previously withdrawn	
2.1 Students re-registering in a course that was previously withdrawn will be required to pay the fees as required in the term it is re-taken. This may be part-time rate, full-time fees or overload fees.	Student

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

MODIFIED REGISTRATION FORM



Purpose of this form:

1. Grant a student permission to study a full time program part-time.
2. To create an individual learning plan for a student due to personal circumstances/academic standing.

Process:

- Student meets with the Program Coordinator or designate to obtain permission to register into the program either full time or part time
- Courses are approved by the Academic Support Officer/Regional Campus Support (to ensure sufficient resources) **CRNs must be identified on this form in order for it to be processed.**
- Student then submits this form to the **Information Hub or Regional Campus** to complete registration and make payment
Please note - Academic Support Officer signature not required for dropping courses

Fees are due at the time of registration

Student Name:		Student #:	
Program:			
Term (ex. Fall 2020)		Semester:	1 2 3 4 5 6

ADD Courses	
Course Code <i>ex. CS 007</i>	Course Reference # (CRN) <i>ex. 13255</i>

DROP Courses	
Course Code <i>ex. CS 007</i>	Course Reference # (CRN) <i>ex. 13255</i>

REQUIRED SIGNATURES

	NAME	SIGNATURE	DATE
Program Coordinator			
Academic Support Officer			
Student			