



EDUCATION POLICY WITHDRAWAL

EFFECTIVE: November 1980
REVISED: January 2009
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POLICY

Official written withdrawal from a course requires that the learner completes the appropriate form within the dates specified in the College Calendar. Non-attendance in itself does not constitute withdrawal from a course.

PROCEDURE

1. The learner is considered to be a member of the class until the Student Record Update Form is fully processed. After the eighth week, withdrawals will be permitted only under exceptional circumstances and only with the approval of the Dean. Learners who drop a course without officially withdrawing will receive a final grade of "F" and receive an "O" grade point.
2. Course withdrawals from the College become effective on the date the Student Record Update Form is filled in the Student Services office.
3. A learner who does not meet specific attendance requirements in the program for which s/he is registered and who does not officially withdraw, may, at the discretion of the Dean receive a final grade of "NSH" (NO SHOW), rather than "F". The NSH will not receive an "O" grade point, nor will it be included in the grade point averaging.

The circumstances of such situations should be based on compassionate grounds, where the administrative intent is to not penalize the learner for non-attendance but rather to facilitate her/his re-enrolling in post-secondary education once the personal circumstances permit.