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| <b>POLICY NUMBER</b>   | <b>ED 03-0</b>          |
| <b>APPROVAL DATE</b>   | <b>JANUARY 25, 2016</b> |
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| <b>AUTHORITY</b>       | <b>SENATE</b>           |
| <b>PRIMARY CONTACT</b> | <b>REGISTRAR</b>        |

## **POLICY**

Thompson Rivers University (TRU) recognizes that students may withdraw from their courses for a wide variety of reasons, some of which may be under the student's control and others of which may not. TRU believes that students should have every opportunity to make informed decisions regarding possible course or program withdrawals. As such, TRU is committed to providing student access to relevant services to assist students in making informed decisions.

## **REGULATIONS**

### **I. Withdrawal Dates and Course Evaluation**

With the exception of the Faculty of Law and Open Learning's Independent Study courses, 20% of the course evaluation must be provided to students prior to the last day to withdraw from a course.

### **II. Withdrawal Dates and Eligibility**

- 1) The withdrawal date for one-semester courses, and paced courses within Open Learning, is the last day of the eighth week of the course.
- 2) The withdrawal date for two-semester courses is the last day of the third week in the second semester of the course.
- 3) The withdrawal date for most self-paced and independent-study courses within Open Learning is the end of the thirteenth week of the course.
- 4) Withdrawal dates for all other courses shall be prorated to the end of the nearest full week based on the above one-semester course withdrawal regulation.
- 5) Courses in which students have written the final examination or final project do not qualify for a "W" grade.
- 6) Some courses, such as condensed format lab, field, or clinical courses, do not permit withdrawals due to the nature of the delivery method.

**III. Result of Missing Withdrawal Deadlines**

- 1) Students who miss the withdrawal deadline will receive a grade of 'F' or 'DNC' unless they meet the criteria for withdrawal in extenuating circumstances.
- 2) Students in Open Learning courses who submit no components of their Open Learning course by the course completion date will automatically be given an administrative withdrawal for the course (a "W" will appear on their transcript).

**IV. Withdrawal in Extenuating Circumstances**

- 1) Students who miss the withdrawal deadline may be eligible for a withdrawal if they can satisfy the Registrar that they have suffered illness or other extenuating circumstances beyond their control. The withdrawal request must be accompanied by appropriate documentation, as determined by the Registrar's Office.
- 2) Generally, the circumstances that qualify for a withdrawal in extenuating circumstances will affect all courses in which a student is enrolled. For this reason, most requests are for a complete withdrawal from all courses. However, requests for selective withdrawal may be considered if the student can demonstrate the reasons why one course was affected but another was not.
- 3) Generally, requests for withdrawal in extenuating circumstances must be received before the last day of classes for the request to be considered. However, if the documented circumstances demonstrate that a timely request was not possible, a retroactive withdrawal may be considered.
- 4) A refund of a portion of the tuition fee may be granted for eligible withdrawals, as per the refund policy published in the TRU Academic Calendar.
- 5) Students who complete all course requirements, including writing the final examination, are not eligible for a withdrawal in extenuating circumstances.
- 6) The decision of the Registrar is subject to appeal (see Policy ED 4-0).