

**TITLE: COURSE ADD, DROP AND WITHDRAWAL**

**POLICY STATEMENT:**

A student is allowed to add, drop, or withdraw from an individual course up to the date indicated as the add, drop, or withdrawal date in the Academic Schedule and under extenuating circumstances may receive approval to add, drop, or withdraw later than these dates.

**PURPOSE:**

This policy provides guidance to the Registrar in providing adequate records of student academic activity at the College. It also provides a clear statement of the meaning of the student record to those who wish to interpret the transcript that is provided to the student.

**SCOPE:**

This policy applies to all students in credit programs at Red Deer College and to all staff involved in recording the activities of students related to adding, dropping, or withdrawing from courses.

**PRINCIPLES:**

Procedures and decisions at Red Deer College:

1. Treat all persons fairly and respectfully.
2. Are non-discriminatory and non-intrusive.
3. Incorporate open, honest, and timely communication.
4. Are made in a timely manner.
5. Provide appropriate confidentiality and privacy.
6. Provide appropriate access to education.
7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
8. Operate with clear written expectations for conduct and handling of complaints.
9. Meet all accreditation standards.
10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
11. Are communicated in alternate forms to those who require such accommodation.

**DEFINITIONS:**

**Academic Term:** As defined in the Academic Schedule Policy.

**Course Add:** Students add a course before the date specified in the academic schedule. The course is added to the student's transcript and tuition is charged.

**Course Drop:** Students drop a course before the date specified in the academic schedule. No notation of the course is made on the student's transcript and tuition is refunded.

**Course Withdrawal:** Students withdraw from a course on the last day of scheduled classes, without academic penalty, as specified in the academic schedule. A grade letter code of “WD” is assigned to the course on the student’s transcript and no tuition is refunded.

**Extenuating Circumstances:** Students who miss the deadline because of illness, domestic affliction, religious practices, or other compelling reasons may apply for a late drop or withdrawal.

**Program Withdrawal:** Students who drop or withdraw from all courses are also withdrawn from the program and College.

**Last Day to Add/Drop:** The last day to add or drop courses is normally seven (7) calendar days after the first day of classes providing students the opportunity to attend at least one (1) scheduled class.

**Last Day to Withdraw:** The last day to withdraw from courses is on the last day of scheduled classes as indicated in the Academic Schedule or in the course outline for courses with alternative academic terms.

#### **GUIDELINES:**

1. A course dropped prior to the last day to drop courses does not appear on the student’s transcript.
2. A course withdrawn from after the last day to drop courses is indicated with a grade letter code of WD on the student’s transcript.
3. The final letter code of WD does not affect the student’s Grade Point Average (GPA) or academic standing.
4. A student may be allowed to add, drop, or withdraw from a course after the last day to drop or withdraw from courses due to extenuating circumstances.
5. It is the student’s responsibility to add, drop or, withdraw from courses.
6. A student may be permitted to add a course late upon approval of the instructor

#### **PROCEDURES:**

##### **1. Course Add**

To add a course, a student must complete a course add/drop form and submit to the Registrar’s Office on or prior to the last day to add or drop courses as indicated in the Academic Schedule.

##### **2. Course Drop**

To drop from a course, a student must complete a course add/drop form and submit to the Registrar’s Office on or prior to the last day to add or drop courses as indicated in the Academic Schedule.

##### **3. Course Withdrawal**

To withdraw from a course, a student must complete a course withdrawal form and submit to the Registrar’s Office on or before the last day of classes as indicated in the Academic Schedule.

#### 4. Late Add, Drop, or Withdrawal

When a student requests to add, drop, or withdraw from a course, after the date indicated in the Academic Schedule, due to extenuating circumstances, he/she must consult with one or more of the following: the instructor, Associate Dean, a Counsellor, Advisor and/or Student Funding and Awards representative regarding the implications of the request to drop or withdraw.

To request a late add a student must complete a course add/drop form and receive approval from the course instructor.

To request a late drop or late withdrawal a student must complete the Late Drop or Late Withdrawal form and submit to the Registrar for approval. If the late drop or late withdrawal is denied by the Registrar, the student may appeal the decision to the Director of Student Services.

#### 5. Complete Withdrawal

To withdraw from all courses or program, a student must complete a cancellation/complete withdrawal form and he/she must consult with one or more of the following: the Associate Dean, a Counsellor, Advisor or Student Funding and Awards representative regarding the implications of the decision and circumstances leading to the complete withdrawal from the program and College.

**OFFICER RESPONSIBLE:** Chair, Academic Council

**RECOMMENDING AUTHORITY:** Academic Council

**CONSULTATION FOR REVIEW:** Associate Vice President Academic, Associate Deans, Deans' Council, Registrar, Student Services, Fees Office, Students' Association, and School Councils.

**POLICY REVIEW DATE:** July 1, 2019

**EFFECTIVE DATE:** July 1, 2014

**REVISION HISTORY:** July 1, 1990  
July 1, 2003 (Dropping and Withdrawal from Courses by Students)  
January 1, 2008  
July 1, 2014 (revised, retitled Course Add, Drop and Withdrawal)

**RELATED POLICIES:**

- Academic Schedule
- Assessment and Grading

**CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors policies