



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Course Withdrawal - Policy 055

Policy Statement

A student may voluntarily withdraw from a course in progress without academic penalty at any time before fifty percent (50%) of the duration of a course or upon completion of the midterm assignment.

Related Policy

Academic Complaint and Appeal
Grading System
Grade Point Average

Definitions

GPA means grade point average calculated according to the University's Grading Policy.

University means Pacific Coast University for Workplace Health Sciences, a corporation established under the Act.

Procedures

A student may withdraw by notifying the Registrar's Office in writing. The date of the withdrawal will be the date the written notification was received by the Registrar's Office.

Students may voluntarily withdraw up to the half-way point of a course or upon completion of the mid-term assignments and a notation of WD will appear on the transcript for the course but will not be calculated in the student's GPA.

Should the date of withdrawal be on or after the course in progress is one-half complete, the Registrar will assign an academic penalty (a grade point of 00) for the course and the student's course transcript will note "W" with a grade point of 00.

Students who abandon a course by failing to notify the Registrar's office that they wish to withdraw will receive a grade of F.

In the event of demonstrated exceptional circumstances, such as death in the immediate family, a student's illness or accident, serious emotional problems, or an error on the part of the University, a student may withdraw without academic penalty from a course or program, after the deadline, with the approval of the Registrar. Late withdrawals may be considered up to one year from completion of the course or program.

A student may appeal a course withdrawal related decision as outlined in the University's policy on Academic Complaint and Appeal.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012.

Approved by: Academic Council, April 12, 2012.

Responsibility: Registrar