

 ASSINIBOINE COMMUNITY COLLEGE	# pages 1 of 9	Number Also refer to policy F30 A20
	Originator Vice-President, Academic	
Policies and Procedures		
Title Registration, Adding and Dropping Courses	Effective date July 1, 2013	Replaces A20 (update only)

Purpose

To outline the procedures for registration and collection of fees, and the procedures, and financial and academic consequences of, adding and dropping courses.

Policy:

Unless specific information relating to withdrawal from a specific course or program is provided in college registration information, the provisions in this policy apply.

This policy does not apply to contract training or apprenticeship programs. Specific information related to matters covered by this policy is included in individual contracts signed as a result of contract training projects. Withdrawals and refund policies for apprenticeship programs are determined by the Apprenticeship Branch.

1. Regular programs/courses (base budget):

The following academic and financial rules apply for students in regular day time programs/course either full-time or part-time:

a. For courses eight weeks or longer in duration:

From	To	ACADEMIC Grade on transcript	FINANCIAL Refund
Date of registration	Close of business on day 4 of course	WE (Withdrew early) Grade does not appear on transcript	Full refund of all fees
Day 5 of course	25% of course	VW (Voluntary Withdrawal)	50% refund of tuition, student services and Students' Association fees No refund on laboratory, materials or assessment fees

From	To	ACADEMIC Grade on transcript	FINANCIAL Refund
26% of course	50% of course	VW (voluntary Withdrawal)	No refund
51% of course	End of course	Non-passing grade	No refund

b. For courses less than eight weeks in duration:

From	To	ACADEMIC Grade on transcript	FINANCIAL Refund
Date of registration	Close of business on day 2 of course	WE (Withdrew Early) Grade does not appear on transcript	Full refund of all fees
Day 3 of course	25% of course	VW (Voluntary Withdrawal)	50% refund of tuition, student services and Students' Association fees No refund on laboratory and materials fees
26% of course	50% of course	VW (Voluntary Withdrawal)	No refund
51% of course	End of course	Non-passing grade	No refund

c. Academic policy related to registration, adding and dropping regular courses:

- i. A student may register for a course up to and including the course start date. A student who wishes to register after the course start date must receive written permission from the dean or designate of the school offering the course, (see attachment).
- ii. A student who wishes to drop a course after registration has occurred must receive written permission from the dean or designate of the school offering the course, (see attachment).

d. Financial policies related to registration, adding and dropping regular courses:

- i. Tuition, laboratory, materials, student services, and Students' Association fees assessed for courses are due in full no later than the start date of the program term in which the course will be taken. In the case of first-time students accepted to ACC, full fees are due on the date noted in the letter of acceptance.
- ii. No additional fees are charged for late registration, but full tuition, laboratory, materials, student services, and Students' Association fees are due on the date of registration.
- iii. A request to change from one section of a course to another is treated the same as dropping one course and adding another (i.e. the above-noted tuition, laboratory, materials, student services, and Students' Association fees refunds apply). The attachment must be completed to request the course drop and course add.
- iv. A full refund of tuition, laboratory, materials, student services and Students' Association fees is made if the college cancels the course/program.

- v. When a student is forced to drop a course or courses as a result of college-initiated action, (academic suspension, failure of prerequisite course, failure of supplemental in prerequisite course), the student will receive a full refund for all tuition, laboratory, materials, student services, and Students' Association fees. Courses which the student is forced to drop as a result of college-initiated action are deleted from the student's record.
- vi. If a student chooses to withdraw from a program, the above-noted tuition, laboratory, materials, student services, and Students' Association fees refunds apply.
- vii. Students who, after 45 days from the start of each program term, have an outstanding balance for any tuition, laboratory, materials, student services, or Students' Association fees will be assessed a late payment fee of \$50.00 and will not be allowed to register in any additional courses or obtain any documents from the college until their account is paid in full. Students who have an outstanding balance for any tuition, laboratory, materials, student services, or Students' Association fees after 85 days from the start of a program term will have their accounts sent to a collection agency.

e. Authorized Withdrawals

Authorized Withdrawals (AW) are considered when a student experiences long-term medical or emotional problems or other serious issues in their life that make it virtually impossible for them to complete their studies, and they have missed the normal deadline (the halfway point of the course) for withdrawal from their course(s). This means receiving a grade of AW for courses from which they withdraw, rather than receiving a non-passing grade. Following are the guidelines for authorized withdrawals:

- i. AW should only be considered in extraordinary cases where a student is prevented from completing their courses, and where incompletes or other arrangements are not possible.
- ii. A student cannot apply for AW before the voluntary withdrawal (VW) deadline (the half-way point of courses). If a student is eligible to VW, they must do so rather than applying for AW.
- iii. No credit for any fees is granted to students who obtain an AW.
- iv. A student must be in good academic standing (i.e. have a Weighted Grade Point Average of 2.0 or greater) at the time the problem developed which leads them to apply for an AW.
- v. When an AW is approved, it must be for all courses in which a student is registered. In exceptional cases, this may be overridden, e.g. when physical injury may require a student to withdraw from practical courses, but not from theory courses. This exception requires approval of the VP, Academic.
- vi. Appropriate documentation must be provided to support a request for AW.
- vii. A student must not have attempted to complete course requirements when applying for an AW.
- viii. A student applying for an AW must complete the attached form in full and provide all required documentation.

Students whose request for an AW is denied may submit an appeal as outlined in Policy A1 Academic and Disciplinary Appeals.

2. Continuing Studies Programs/Courses

The following academic and financial rules apply for students in continuing studies evening or day time programs/course:

a. Courses three days or longer in duration

From	To	ACADEMIC Grade on transcript	FINANCIAL Refund
Date of registration	Business day before the second class	WE (Withdrew early) Grade does not appear on transcript	Full refund less a \$25 administration fee or full cost of course, whichever is less.
Second class	50% of course	VW (Voluntary Withdrawal)	No refund
51% of course	End of course	Non-passing grade	No refund

b. Courses two days or less in duration

From	To	ACADEMIC Grade on transcript	FINANCIAL Refund
Date of registration	Five business days before first class	WE (Withdrew early) Grade does not appear on transcript	Full credit less a \$25 administration fee or full cost of course, whichever is less.
Four business days before first class	50% of course	VW (Voluntary Withdrawal)	No refund
51% of course	End of course	Non-passing grade	No refund

3. Distance-delivered courses

The following academic and financial rules apply for students in distance education courses:

a. Distance education courses, regardless of duration:

From	To	ACADEMIC Grade on transcript	FINANCIAL Refund
Date of registration	Day before first class	WE (Withdrew early) Grade does not appear on transcript	Full refund less a \$25 administration fee
Day 1 of course	Day 10	VW (Voluntary Withdrawal)	80% refund of tuition fee and Students' Association fee No refund of laboratory, materials,

			Student Services or Assessment fees
Day 11	50% of course	VW (Voluntary Withdrawal)	No refund
51% of course	100% of course	Non-passing grade	No refund

b. Academic policies related to registration, adding and dropping distance education courses:

- i. *For courses starting on the first of the month:* A student may register up to, and including, the 20th of the month prior. If the 20th of the month falls on a weekend or holiday, the last day to register is the next business day.
- ii. *For courses not starting on the first of the month:* A student may register up to and including 10 days prior to the course start date. If 10 days prior falls on a weekend or holiday, the last day to register is the next business day.
- iii. In exceptional circumstances, student may be allowed to register after the course start date with written permission from the dean or designate of the school offering the course, (see attachment).
- iv. A student who wishes to drop a course after registration has occurred must receive written permission from the dean or designate of the school offering the course, (see attachment).

c. Financial policies related to registration, adding and dropping distance education courses:

- i. Tuition, laboratory, materials, student services, assessment and Students’ Association fees are due at time of registration.
- ii. A request to change from one section of a course to another is treated the same as dropping one course and adding another (i.e. the above-noted tuition, laboratory, materials, student services, and Students’ Association fees refunds apply). The attachment must be completed to request the course drop and course add.
- iii. A full refund of tuition, laboratory, materials, student services, assessment and Students’ Association fees is made if the college cancels the course/program.
- iv. When a student is forced to drop a course or courses as a result of college-initiated action, (academic suspension, failure of prerequisite course, failure of supplemental in prerequisite course), the student will receive a full refund for all tuition, laboratory, materials, student services, assessment and Students’ Association fees. Courses which the student is forced to drop as a result of college-initiated action are deleted from the student’s record.
- v. If a student chooses to withdraw from a program, the above-noted tuition, laboratory, materials, student services, and Students’ Association fees refunds apply.

Procedure:

In order to drop a course or courses, a registered student, whether on-campus, off-campus, or by distance education, must notify the Admissions & Registration department in person, by mail, facsimile, e-mail or telephone. (Appropriate identification will be required if by telephone.) The official date of dropping a course is the date on which such notification is received by the Admissions & Registration department, or the post-marked date if sent by mail.

Whenever possible, the Student Services centre or school office will conduct exit interviews with students who have withdrawn from a program. Copies of the completed interview forms will be forwarded to the appropriate school office or Student Services centre.

President

Date



Registration Change

1. STUDENT INFORMATION:				
Last Name		First Name		
Student #	Program			
2. STUDENT: Use this form to DROP or ADD courses in a day or distance program (including schedule change, change electives, etc.), or WITHDRAW from a day or distance program. Your signature & school signature required below. <input type="checkbox"/> I am withdrawing from the program (list all courses).				
NOTE: It is <u>your</u> responsibility to ensure you have registered for and completed the courses to meet graduation requirements. Assistance is available from Student Services and your School office. If you are dropping a course, check the academic impact and refund information in your Student Guide. If you have a student loan, contact the Financial Aid & Awards officer.				
3. SCHOOL: Use this form to DELETE or AW program or courses. Student signature and supporting documentation required for AW (student discontinues program/courses after Voluntary Withdrawal date due to serious personal issues). AW course fees are non-refundable. Student signature not required for DELETE. <input type="checkbox"/> Student withdrawing from the program (list all courses).				
4. COURSE INFORMATION:				
Course and Section #	Course Name	Course Start Date	Add or Drop	Drop Code (over)
<i>e.g. COMM-0006-04LWM</i>				
5. SIGNATURES:				
Dean/Designate or Director/Designate signature		date		
Student signature		date		
VPA signature (required for AW of less than full load)		date		
6. ADMISSIONS / REGISTRATION RECEIVED:				
Signature		date		

STUDENT: REASONS FOR DROPPING COURSES / PROGRAM	DROP CODE
Student having academic difficulty with course	DIF
Course too easy	EAS
Financial – student does not have money to pay for course	FIN
Content of course irrelevant to program	IRR
Course name and/or description misleading – does not match course content	MIS
Personal/health/parental – factors over which the college has no control	PER
Tools, equipment or lab are not up to standards of industry	LAB
Student dissatisfied with instructor	INS
Course workload too heavy	CWL
Program workload too heavy	PWH
Course time conflicts with student’s employment, child care, etc., or student wishes to change course time for other reason; also timetable adjustments resulting from these changes	EMP
Student having problems with course delivery mode	DEL
Delay in receiving texts/materials	DLY
Student not prepared to share reason	SNR
Credit attained through PLAR, transfer credit or previous ACC course	PCR
Medical certificate	MED
Timetable conflict (registration conflict or change in electives)	CON

STUDENT OR SCHOOL: REASONS FOR DROPPING/DELETING COURSES / PROGRAM	DROP CODE
Student on suspension	SUS
Timetable adjustment resulting of student lacking prerequisite or supplemental	RES

SCHOOL: USE THESE CODES FOR DELETE and AW

SCHOOL: REASONS FOR DELETING / AW COURSES / PROGRAM (College Initiated)	DROP CODE
Student did not attend during the ‘course delete’ period (No Show)	NSW
Authorized Withdrawal	AWD

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