

Policy History
Policy No. ST13
Approving Jurisdiction: Senate
Administrative Responsibility: Vice President Students
Effective Date: September 1, 2023

Course Withdrawal Policy

A. CONTEXT AND PURPOSE

KPU believes that students should be provided with an opportunity to voluntarily withdraw from courses during the term. At the same time, KPU recognizes that students may encounter extenuating circumstances beyond their control following a voluntary withdrawal period that necessitate a withdrawal from studies.

B. SCOPE AND LIMITS

1. This policy applies to all students.
2. This policy does not apply to withdrawals associated with student academic standing and KPU Policy ST6, *Academic Standing*.
3. The practices associated with withdrawal from courses and programs not under the jurisdiction of the University's Senate and apprenticeship offerings may differ.

C. STATEMENT OF POLICY PRINCIPLES

1. KPU believes that students should not face an academic penalty when dealing with legitimate, unexpected and extenuating life circumstances during a portion of the study period where voluntary course withdrawal deadlines have passed. KPU is prepared to help students where these circumstances pose a serious threat to their academic obligations. At the same time, KPU must balance this commitment so as to ensure that students facing similar circumstances, but who continue their studies, are not disadvantaged.
2. Withdrawal from studies for extenuating circumstances is not intended to address poor academic performance.
3. Students are responsible for knowing the rules, regulations, policies, procedures and deadlines pertaining to their enrolment at KPU by using the resources available to them.

D. DEFINITIONS

Refer to Section A of ST13 *Course Withdrawal Procedure* for a list of definitions in support of this Policy.

E. RELATED POLICIES & LEGISLATION

AC4 Student Evaluation and Grading
FM8 Student Tuition and Fees
IM8 Privacy
ST6 Academic Standing
ST7 Student Conduct (Non-Academic)
ST11 Attendance and Participation in Courses
University Act [RSBC 1996], Chapter 468, Section 35.2 (5) (g)

F. RELATED PROCEDURES

ST13 Course Withdrawal