

Change in Registration

In the event that a student may no longer want to be registered in a course or program, the change to their registration may take different forms. The different courses of action are based mainly on the timing within the semester.

DROPPING A COURSE

Prior to the first day of classes, students may adjust their course enrolment (drop a course or courses) without financial or academic penalty, as per policy and procedure C.39 kpu.ca/policies. If all courses are dropped (prior to the first day of classes) this will result in the forfeiture of the non-refundable Registration or Confirmation Deposit. Dropping a waitlisted course incurs no financial penalty.

The Late Registration period is defined as the first week of classes. If students drop a course during the Late Registration period there is no academic penalty (no record on their transcript), however, students are subject to a financial penalty of 30% of tuition owed.

WITHDRAWING FROM A COURSE

Students registered may withdraw without academic penalty from courses until the end of the seventh week of a semester (or 50% of a course has elapsed). The deadlines for withdrawing are published in the Academic Schedule of the Calendar and in the online Registration Guide. A student must officially withdraw from a course by the published deadline.

Non-attendance in a course does not constitute withdrawal.

A student is considered fully registered in a course until they have officially withdrawn. This may be done using the Registration section in Online Self Service of **myKwantlen** or submitting a Course Status Change form (for those programs where registration is not done online). A student who stops attending class but does not withdraw by the deadline will be assigned a grade based on the work completed in the course.

Recipients of student loans should confirm whether their status will be affected before withdrawing from a course. To be eligible for a student loan, a student must be enrolled in at least 60 percent of a full course load for their given program.

If a student withdraws between the second and eighth week of classes in a semester, the course(s) will appear on the student's official transcript with a grade of "W". Withdrawals are not permitted after the end of the eighth week of classes.

Non-semester Based Programs

A student who is registered in a fixed term or continuous intake program wishing to withdraw must inform Student Enrolment Services. Students may withdraw from courses only until the mid-point of each course.

CANCELLED COURSES

In the event that a course is cancelled, students will be contacted and issued a full refund for the course or reduction in fees owing. Registration deposits will not be forfeited under these circumstances.