
Graduate Course Withdrawal Policy

Department Policy Number

140

Effective Date

September 1, 2006

Purpose

To define the types of graduate course withdrawals at Athabasca University and how a withdrawal is notated on the official student record.

Definitions

Course Contract Start Date - The date students officially start a course.

Course Contract End Date - The last scheduled date of a course. All course work, including assignments, quizzes and examinations, must be completed before the contract end date.

Grade Point - A number between 0 and 4.00 that is assigned to a grade and then used to calculate a grade point average (GPA).

Grade Point Average (GPA) - Graduate GPA is calculated on a program basis and only those AU courses used toward the graduate credential will be counted. For courses that have been repeated, only the most recent grade will be used. Courses graded on a pass/fail basis and transferred courses are not included. The grade point average is a weighted average calculated as follows: $\text{Sum of (grade point} \times \text{credit hours)} / (\text{sum of credit hours})$

Official Student Record - An official document issued by Athabasca University that communicates the courses completed and the final grades achieved in those courses. Also called the transcript.

Policy

This policy applies to all graduate level programs with the exception of the Centre of Innovative Management and programs offered through the Campus Alberta Applied Psychology (CAAP) initiative.



For students taking a course offered through the Centre of Innovative Management, established regulations within the Centre will prevail.

For students taking a course within the CAAP initiative, the regulations established by the school delegated the responsibility of administration will prevail.

Prior to and within the first 30 days of a course contract start date:

Students who withdraw before the course contract start date of a course or within the first 30 days of a course contract start date might be eligible for a refund. Refer to the Graduate Course Refund Policy.

Courses deemed eligible for refund will not appear on a student's official record.

After the 30 days but before the 30 days of a course contract end date:

Students who withdraw from a course 30 days after the course contract start date but 30 days prior to the course contract end date receive a withdrawal. The official student record will be assigned a grade of "W" and no credits will be awarded for the course. A grade of "W" will not be calculated into a student's GPA at Athabasca University.

Within the 30 days but on or before the course contract end date:

Students who withdraw from a course within the 30 days of their course contract end date but on or before the course contract end date receive a withdrawal failure. The official student record will be assigned a grade of "WF" and no credits will be awarded for the course. A grade of "WF" will not be calculated into a student's GPA at Athabasca University.

After a course contract end date:

Withdrawals are not permitted after a course contract end date, including an extended course contract end date or if it is deemed that the final exam was written for a course. Students who do not formally withdraw from a course before the course contract end date or extended course contract end date receive a failing grade. A grade of "F" will be assigned to the official student record. A grade of "F" will be assigned a grade point of zero, which will be calculated into a student's GPA at Athabasca University. Students who successfully complete the course at a future date will have their GPA reflect the successful completion of the course and although the failing grade remains on the student's official record, it will not be used in the GPA calculation.

Regulation

1. Students cannot withdraw from a course for which the final exam has deemed to be written.
2. Students cannot withdraw from a course after the course contract end date.



3. Withdrawals must be requested in writing.

Procedure

1. Submitting a Course Withdrawal Request Students submit their withdrawal requests directly to the Centre in which the course is being offered.
2. Request for Exception Requests for exceptions are directed to the designated officer within the Centre in which the course is being offered.
3. Appeals Direct all first level appeals to this policy to the designated officer in the centre which the course is being offered. The Assistant Registrar, Registration Services makes the final decision for appeals to the Graduate Course Withdrawal Policy.

Approved by

Athabasca University Academic Council, Motion No. 190-14, September 21, 2005

Amended Date/Motion No.

Related References, Policies, and Procedures

Graduate Grading Policy
Graduate Course Refund Policy
Centre for Innovative Management - Student Handbook
University of Calgary Course and Program Calendar

Applicable Legislation/Regulation

Responsible Position/Department

Assistant Registrar, Registration Services

Keywords

Course withdrawal, graduate withdrawal policy, withdrawal, withdrawal without academic penalty, graduate course withdrawal, withdrawal failure