
Undergraduate Course Withdrawal and Refund Procedures – Grouped Study (149a)

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	Undergraduate Course Withdrawal and Refund Policy – Grouped Study (149)
Policy Contact:	Coordinator, Enrolment, Records and Examination Services
Procedure Contact:	Coordinator, Enrolment, Records and Examination Services
Effective Date of Procedures:	June 17, 2015
Review Date:	Annually

Purpose

These procedures explain how to withdraw from an undergraduate Grouped Study Course offered by Athabasca University and how to receive a refund of fees paid if eligible.

Definitions

Appellant	The individual making an appeal. An Appellant can be a student or an authorized representative of a student.
Grouped Study Course	For the purposes of this policy, a Grouped Study Course is Athabasca University's term for a course that is offered in a classroom setting at a collaborating institution with common deadlines for completion of course activities.
Nursing Practicum Course	Nursing Practicum Courses include both theory and clinical components and are offered within a designated four-month timeframe. Theory components are online,



while clinical components are at varied locations and times.

Procedure

1. Athabasca University students may submit a request for course withdrawal and a potential refund, as outlined in the [Undergraduate Course Withdrawal and Refund Policy – Grouped Study](#), through any of the following methods:
 - a. By completing and submitting a [Grouped Study Course Withdrawal Request Form](#). Notification of the result of the request will be provided by either letter mail or e-letter. Submit the Grouped Study Course Withdrawal Request form via:
 - i. fax to 1-780-675-6174.

The date reflected for the withdrawal will be based on the date the fax is received.
 - ii. mail/courier to:

Athabasca University
Office of the Registrar
Enrolment Services and Academic Records
1 University Drive
Athabasca AB T9S 3A3
1-780-675-6288 (telephone number to be listed on courier waybill)

The date reflected for the withdrawal will be based on the date of the post-mark or shipment.
 - iii. in person to the designated person at the collaborating institution where the grouped study course is being offered or at [Athabasca University](#).

The date reflected for the withdrawal will be based on the date the completed form is received.
2. In instances of disciplinary proceedings, withdrawal requests will only be accepted and processed as allowed under the [Student Academic Misconduct Policy](#) and [Non- Academic Misconduct Policy](#).
3. Students withdrawing from a Nursing Course Practicum
 - a. In order to withdraw from a Nursing Course Practicum, students must first contact the Centre for Nursing and Health Studies Program Director, Undergraduate Programs, and discuss the reasons for requesting the withdrawal.



- b. Students must complete a [Grouped Study Course Withdrawal Request Form](#) and submit this to the Program Director, Undergraduate Programs.
- c. The Program Director, Undergraduate Programs, will notify the student in writing of the centre's decision regarding the registration status and grade to be assigned. The Program Director, Undergraduate Programs, will send this information, along with the completed [Grouped Study Course withdrawal Request Form](#), to the Office of the Registrar (collab@athabascau.ca) in order for the request to be processed.
- d. The Program Director, Undergraduate Programs, will notify the Course and/or Clinical Instructor/Preceptor of a withdrawal if granted.

4. Appeals

All appeals to the Undergraduate Course Withdrawal and Refund Policy – Grouped Study must be made by using the Office of the Registrar's [Online Appeals Form](#). The Appeals Officer, designated by the Registrar, has the final decision making authority on all appeals to this policy.

If the Appeals Officer has received an appeal in error, it will be redirected accordingly. All decisions will be communicated in writing to the Appellant.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

[Undergraduate Grading Policy](#)

[Undergraduate Course Withdrawal and Refund Policy- Grouped Study \(149\)](#)

[Student Academic Misconduct Policy \(087\)](#)

[Non-Academic Misconduct Policy \(088\)](#)

[Student Appeals Policy \(079\)](#)

[Student Academic Appeals Procedures \(079a\)](#)

Office of the Registrar's [Online Appeals Form](#)

[Grouped Study Course Withdrawal Request Form](#)

History

General Faculties Council, June 17, 2015, Motion # 26-06, (revised)

Athabasca University Academic Council, June 15, 2011, Motion # 230-6 (associated policy approved)