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## Undergraduate Course Withdrawal and Refund Policy – Grouped Study

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<b>Policy Sponsor:</b>	Office of the Registrar
<b>Policy Contact:</b>	Coordinator, Enrolment, Records and Examination Services
<b>Policy Number:</b>	149
<b>Effective Date:</b>	June 17, 2015
<b>Approval Group:</b>	General Faculties Council
<b>Approval Date/Motion #:</b>	June 17, 2015, Motion # 26-06
<b>Review Date:</b>	Annually
<b>Procedure:</b>	<a href="#">Undergraduate Course Withdrawal and Refund Procedures – Grouped Study</a>

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### Purpose

This policy provides the regulations for withdrawing and obtaining a refund in an Athabasca University Grouped Study Course and the effect the withdrawal has on the Official Student Record.

### Definitions

**Course Contract End Date – Grouped Study**

The last day that students have to complete their course. A Course Contract End Date is either the date of the final exam; or if there is no final exam, the date of the last scheduled course meeting.

**Course Contract Period – Grouped Study**

The time that students are actively registered in a Grouped Study Course. The course begins on the Course Contract Start Date (the first scheduled course meeting) and runs until the Course Contract End Date (the last scheduled course meeting).



**Course Contract Start Date – Grouped Study**

The date students officially start a Grouped Study Course, which is the first scheduled course meeting.

**Course Work**

All required activities (assignments, clinical or practicum placements, quizzes, papers, examinations, etc.) that are submitted for marking towards the final grade.

**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.

**Official Student Record**

A file containing documents and data, regardless of their physical medium (paper, electronic), their format, type or characteristics, created to gather, to store and to preserve information regarding a student's entire history of learning at a post-secondary institution. The file includes courses, grades, credits and degrees pertaining to the file's subject.

**Transcript**

An official document issued by Athabasca University that conveys information related to the Official Student Record.

**Policy Statements**

1. Athabasca University students have the ability to withdraw from a Grouped Study Course and potentially receive a refund if they determine they cannot finish the course, provided they meet the following criteria:

- a. **Prior to, and up to 15 days after, the Course Contract Start Date:**

- Students who withdraw prior to, and up to 15 days after, the Course Contract Start Date are eligible for a refund of course fees paid, less the [Withdrawal Processing Fee](#)



and the Learning Resource Fee (unless the materials are returned as per the [Course Material Returns and Refund Policy](#)). Please refer to the [Undergraduate Course Withdrawal and Refund Procedures – Grouped Study](#) for further information on obtaining a refund. The course will not appear on the Transcript.

**b. After 15 days, and on or before the Course Contract End Date:**

Students who withdraw from a course after 15 days, and on or before the Course Contract End Date will be assigned a grade of “W” (Withdrawal) on the Transcript and credit will not be awarded for the course. No refunds will be given.

**c. After the Course Contract End Date:**

Students cannot withdraw after the Course Contract End Date. If no course work has been completed, a grade of “F” (Failure) will be assigned and recorded on the Transcript. No refunds will be given.

**2. Withdrawals are not permitted by students in these circumstances:**

- a. after the Course Contract End Date;
- b. after the final exam is attempted and deemed to have been written;
- c. after all Course Work is deemed to have been submitted for marking for courses that do not have a final exam requirement; or
- d. during disciplinary proceedings. If, at the conclusion of the proceedings it has been decided not to proceed with a charge of Academic Misconduct or Non-Academic Misconduct and the student wishes to withdraw from a course or program, the withdrawal may be backdated to the date the proceedings were initiated, at the request of the student.

**3. Students in a Nursing Practicum Course are allowed to withdraw during the theory component of their professional practice course provided they have not started their clinical placement. Normally no refunds will be given after students have registered in a Nursing Practicum Course. Withdrawal requests during the clinical placement are not allowed unless approved by the Centre for Nursing and Health Studies Program Director, Undergraduate Programs.**

- a. The student who requests a course withdrawal prior to the first scheduled clinical day, will be assigned a grade of “W” (Withdrawal) and no credit will be awarded for the course. The assigned grade will appear on the Transcript.
- b. The student who requests a course withdrawal on or after the first clinical day, must discuss their withdrawal request with the Centre for Nursing and Health Studies Program Director, Undergraduate Programs. If the withdrawal request is accepted,



typically a grade of “U” (Fail in pass/fail grade mode) will be assigned and no credit will be awarded for the course. The assigned grade will appear on the Transcript.

4. Withdrawals must be submitted as outlined in the [Undergraduate Course Withdrawal and Refund Procedure – Grouped Study](#).
5. All appeals related to this policy must be made in accordance with the procedures of the [Undergraduate Course Withdrawal and Refund Procedure – Grouped Study](#).

### **Applicable Legislation and Regulations**

N/A

### **Related References, Policies, Procedures and Forms**

[Undergraduate Course Withdrawal and Refund Procedures – Grouped Study \(149a\)](#)

[Undergraduate Grading Policy](#)

[Undergraduate Examination Request and Completion Policy – Grouped Study \(112\)](#)

[Undergraduate Exam Request and Completion Policy \(137\)](#)

[Undergraduate Exam Request and Completion Procedures \(137a\)](#)

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

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

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

[Course Material Returns and Refund Policy \(54-001\)](#)

[Academic-Related fees](#)

### **History**

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

Athabasca University Academic Council June 15, 2011 Motion # 230-6 (revised)

Athabasca University Academic Council, September 12, 2006 Motion # 198-5 (Approved)