
Undergraduate Course Withdrawal and Refund Policy – Individualized Study

Policy Sponsor:	Office of the Registrar
Policy Contact:	Coordinator, Enrolment, Records and Examination Services
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Procedure:	Undergraduate Course Withdrawal and Refund Procedures – Individualized Study

Purpose

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

Definitions

Course Contract End Date (Individualized Study)

The Course Contract End Date is usually the last day of the month at the end of the Course Contract Period. This is:

- the last day for students to complete and submit all required Course Work associated with an Individualized Study Course, or;
- the date the final grade is assigned to the course (when all Course Work is marked and a final grade is



assigned earlier than the Course Contract End Date).

**Course Contract Period
(Individualized Study)**

The time that students are actively registered in an Individualized Study Course. The course begins on the Course Contract Start Date (usually the first day of a month) and runs until the Contract End Date. The contract period can be lengthened by applying for course extensions in an Individualized Study Course only.

**Course Contract Start Date
(individualized study)**

The date students officially start an Individualized Study Course, usually the first day of the first month of the Course Contract Period.

Course Work

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

Health Administration Practicum Course

A Health Administration Practicum Course includes both project proposal and field placement components and is offered within a designated four-month timeframe. Project proposal components are online, while field placement components are at varied locations and times.

Individualized Study Course

Athabasca University's (the University's) term for courses delivered in either a print-based or online environment that students complete at their own pace within the Course Contract Period, using the learning resources and support services provided by the University.

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 contains courses, grades, credits and degrees pertaining to the file's subject.

Transcript

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

Policy Statements

1. Athabasca University students have the ability to withdraw from an Individualized 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 30 days after, the Course Contract Start Date:**

Students who withdraw prior to, and up to 30 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- Individualized Study](#) for further information on obtaining a refund. The course will not appear on the Transcript.

- b. **After 30 days, and on or before the course contract end date:**

Students who withdraw from a course after 30 days, and on or before the Course Contract End Date, will receive 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 [Student 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 be recorded 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 Program Director, Undergraduate Programs. If the withdrawal request is accepted, typically a grade of “F” (Failure) will be assigned and no credit will be awarded for the course. The assigned grade will be recorded on the Transcript.
4. Students in a University Certificate in Health Development Administration or Bachelor of Health Administration Practicum Course are allowed to withdraw during the project proposal component of their course provided they have not started their field placement. Normally no refunds will be given after students have registered in a Health Administration practicum course. Withdrawal requests during the field placement are not allowed unless approved by the Program Director, Health Administration.
- a. The student who requests a course withdrawal prior to the first scheduled field placement day, will be assigned a grade of “W” (Withdrawal) and no credit will be awarded for the course. The assigned grade will be recorded on the Transcript.
 - b. The student who requests a course withdrawal on or after the first field placement day, must discuss their withdrawal request with the Program Director, Health Administration. If the withdrawal request is accepted, typically a grade of “F” (Failure) will be assigned and no credit will be awarded for the course. The assigned grade will be recorded on the Transcript.



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

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

[Undergraduate Course Withdrawal and Refund Procedure – Individualized Study \(148a\)](#)

[Undergraduate Grading Policy \(129\)](#)

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

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

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

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

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

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

[Academic-Related Fees](#)

History

General Faculties Council June 17, 2015, Motion # 26-05 (revised)

Athabasca University Academic Council June 15, 2011, Motion # 230-4 (approved)