

## **C.11 Course/Program Withdrawal**

Academic Matters

*Nunavut Arctic College*

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### **Nunavut Arctic College Course/Program Withdrawal**

#### **POLICY**

Students may withdraw from a course or program without academic penalty if Course/Program Withdrawal Procedures are followed.

#### **PRINCIPLES**

1. Nunavut Arctic College recognizes that a student may have to withdraw from a course or program prior to its completion.
2. Under circumstances defined in this Policy a student may withdraw without academic penalty.

#### **PROCEDURES**

##### **Withdrawal from a Credit Course (dropping a course)**

1. Voluntary withdrawal from a credit course must be made in writing and communicated to the student's instructor
2. The instructor or program manager will complete the required documentation (NAC Registration form)
3. The student may withdraw without academic penalty prior to the third class in a course.
4. Courses dropped before the deadline will be assigned a letter code W in the Student Record System. No final course grade will be given, nor will this be considered in calculating the grade point average.
5. If the course is a brokered university or partnership course, withdrawal procedures and regulations are subject to the brokered partner's policies. Students should consult with the partner organization prior to dropping the course.

##### **Withdrawal from a Program**

1. Students who wish to voluntarily withdraw from their complete program of studies must inform their Program Coordinator/Senior instructor in writing, stating the reason for their withdrawal.

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2. The Program Coordinator/Senior instructor will complete the required documentation (NAC Withdrawal Form for program withdrawal) and submit to the Registrar and to the Sponsoring agency if the student is sponsored.
  3. If the program is a brokered university or partnership program, withdrawal procedures and regulations are subject to the brokered partner's policies. Students should consult with the partner organization prior to program withdrawal.
  4. If the student does not notify the Program Coordinator/Senior Instructor of their intent to drop a course or withdraw from a program, s/he may be considered a continuing student and will be assigned a final course/program grade on the basis of work completed. The letter code assigned in the Student Record System will be NC (No Credit) and a mark of F (failure).