Late Course Withdrawal Policy and Procedure

Approval Authority: Senate

Established On: June 12, 22025

Amendments:

Category: Academic

1.0 POLICY STATEMENT

This policy sets out the rules and guidelines related to late course withdrawals that may occur after the Senate-approved deadline to drop a course as a result of extenuating circumstances that occasionally impact a learner's ability to drop a course (s) by the published deadline.

2.0 SCOPE

All learners who register for credit-bearing courses at NOSM University (e.g. UME, MMS). This policy does not apply to registration billing courses (e.g. PGME, DPP).

3.0 DEFINITIONS

Credit courses: count towards a degree program. Each course is assigned a credit weight (e.g., 0.5 or 1.0 credits) that counts toward the total credits required for degree completion.

Registration Billing Course: Programs with a practicum but no credit courses or programs that are competency-based may charge a registration fee through a billing course.

4.0 POLICY TERMS

Learners have multiple opportunities to drop a course during a standard term. If a student misses the Senate-approved deadline to drop a course, the last option to withdraw from a course is to submit a petition for **Late Course withdrawal.**

Learners may submit a <u>Petition for Late Course Withdrawal</u> if they have not withdrawn or dropped a course(s) by the Final Deadline to Drop as per the Academic Calendar.

A Petition for Late Withdrawal is not an automatic process. It requires learners to submit supporting documentation demonstrating the exceptional circumstances leading to the learner having to withdraw from the course. Examples of extenuating circumstances may include but are not limited to personal bereavement, traumatic event, personal or family crises, legal obligations, or compelling incapacitating illness.

Required documentation to support a Petition for Late Course withdrawal:

1. Completed Petition for Late Withdrawal form
2. A written statement clearly outlining the exceptional circumstances that prevented the learner from dropping

the course(s) by the established Senate-approved deadline.
3. Documentation that provides evidence to support the information included in the Petition.

Examples of documentation may include but are not limited to:

- The time frame of the circumstances (defined start and end dates)
- medical notes, accident reports,
- other

A $35 processing fee is charged to learners per course to petition for a late course withdrawal.

Submission timeframe: within 30 days after the course drop date deadline or 2 months of the release of final grades for the course (s) in question. Graduate Students must be aware of the continuous registration requirements; ensure compliance if you drop a course(s).

Decision Timeframe: Within 15 business days of receiving a completed petition package. If additional information is required, more time may be needed.

A learner may be invited to meet with the Registrar and one other Register Office Staff member to give additional details or information related to the petition package.

An approved petition for a late course withdrawal does not exempt learners from tuition and fees associated with that course(s).

If approved, a late course withdrawal petition will result in a notation of WDN on a learner's academic transcript in lieu of a final grade and will not be counted as an attempt of the course(s).

5.0 INTERPRETATION

If there are questions regarding the interpretation of this policy, please contact the Office of the Registrar at registrarservices@nosm.ca

6.0 RELATED DOCUMENTS

NOSM University Academic Schedule (annual)

NOSM University Academic Calendar

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

a. Approving Authority: University Senate

b. Responsible Officer: University Registrar

c. Procedural Authority: Provost and Vice President Academic

d. Procedural Officer: University Registrar

Review and Revision History

Review Period: Every 3 years or as required

Date for Next Review: 2028