

Approval Authority: Education Council

Last Approved: May 1, 2020

Administrative Responsibility: Office of the Registrar

Next Review: 2024-2025

POLICY

Students may withdraw from an individual course up to 66% of the duration of the course delivery. For courses delivered over more than a two-week period, this will be calculated up to the end of the week. Courses delivered in a module format (two weeks or less) will be calculated to the end of the 66% duration day.

Medical withdraws after the last day to withdraw from an individual course or the last day to withdraw from an entire program must be processed prior to the end of the official final exam period for the current semester of study. NVIT's withdraw dates from an individual course, full program and the official final exam period is posted on NVIT's annual "Schedule of Events" in the NVIT Program Calendar posted on the NVIT website.

PROCEDURE

- 1) Semester based (15 weeks) delivered courses:
 - Students will complete a withdraw/drop form.
 - The student is the only signature required for withdraws/drops.
 - The student is responsible for delivering the completed form to the Registrar's Office.
 - The Registrar's Office will process all completed forms submitted by the posted deadlines by grading the student with a withdraw grade for the affected course.
 - The Registrar's Office will return a copy of the withdraw/drop form to the student and to the instructor and retain a copy on the student's record.
 - Students may pursue the appeal policy for withdraw forms that are not accepted by the Registrar's Office.
- 2) Modular and Community-based deliveries:
 - The service agreement or contract will specify alternative processes for course withdraws where delivery distances may impede student withdraw processes.
 - If the agreement does not specify alternative arrangements for withdraws the regular withdraw process shall be used.
 - A withdraw from a module delivery after the approved dates will indicate a withdrawal from the program (the remainder of modular deliveries) for specific service agreement of contract the student is involved in.

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