

Approval Authority: Education Council

Last Approved: January 22, 2025

Administrative Responsibility: Office of the Registrar

Next Review: January 2028

PURPOSE

This policy sets clear, consistent procedures, guidelines, and deadlines for learners who want to change their course schedules and program plans or withdraw from their program, courses, or the institution.

SCOPE

This policy applies to learners enrolled at NVIT in courses or programs. Continuing Studies courses and programs do not apply to this policy.

POLICY & PROCEDURES

Learners are encouraged to consult with their instructors and/or an Academic and Financial Planner before withdrawing from or changing a course or program, as such decisions may impact their educational goals and future plans. If a learner chooses to proceed with a withdrawal or course change, the following procedures must be followed.

Course Changes (Adding, Dropping, and Change to Audit):

To make changes to your course schedule:

1. **Complete the Course Change Form:** This form is available on the NVIT website.
2. **Submit the Form on Time:** Submit the completed form to the Registrar's Office before the deadline listed in the section comments on Self-Service.

Adding

- Adding a course means registering for it on or after the start date of the section.
- The deadline to add a course is usually **13% of the total contact hours** or **two weeks into a semester-long course**.
- Deadlines for Community Education courses and courses with unique offering times may vary.

Dropping

- Dropping a course means withdrawing from it after the start date of the section and up to 26% of the course contact hours. A dropped course will not appear on a learner's official transcript record.
- The deadline to drop a course is typically **26% of the total contact hours** or **four weeks into a semester-long course**.
- Community Education deadlines and courses with unique offering times may vary.

For details about refunds and fee deadlines for semester-long courses, refer to **Policy C.3.12 Refund of Fees**.

Auditing

- Auditing a course means participating in a course without receiving credit. Not all courses are eligible for audit and may require instructor permission before registration.
- Learners must normally meet program admission requirements and/or course requisites to audit a course. If they do not meet the requisites, they will require permission to waive program or course requisites from the instructor, Department Chair, or Dean.
- The deadline to change a course to audit is typically **66% of the total contact hours**.
- Community Education deadlines and courses with unique offering times may vary.
- The grade for an audited course will appear on a learner's transcript as AUD.

Course or Program Withdrawal:

Learners 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.

- The learner is responsible for completing and delivering the course change/withdraw form to the Registrar's Office by the deadline listed in the section comments on Self-Service.
- The Registrar's Office will process all completed forms submitted by the posted deadlines by grading the learner with a withdraw (W) grade for the affected course. This W will appear on the learner's official transcript record.
- Withdrawing from a module delivery after the approved dates will indicate withdrawal from the program (the remainder of modular deliveries) for the specific service agreement or contract the learner is involved in.

Learners who miss the withdraw deadline and do not complete the course requirements will normally be assigned an "F" grade by the instructor unless they can satisfy the Registrar, in consultation with the instructor, that they were prevented from withdrawing within the deadline due to circumstances beyond their control. If such is the case, the Registrar may assign a "W" grade. Non-attendance or lack of sponsorship does not constitute an official withdrawal.

Satisfactory Academic Progress:

As per policy *C.1.5 Satisfactory Academic Progress*, learners who do not meet the academic progress and success criteria may be placed on academic probation and/or required to withdraw as recommended by Department Chairs and Deans.

Medical and Compassionate Withdrawals:

Learners who experience significant life events, such as medical or compassionate situations, may request a full or partial tuition refund by submitting a withdrawal form and supporting documentation from a certified medical professional to the Registrar's Office. Requests must be submitted by the second week of the following semester and will be reviewed by the Registrar. The Registrar will assign a 'W' grade for the course or courses.

RELATED POLICIES

- C.1.5 Satisfactory Academic Progress
- C.3.8 Prior Learning Assessment & Recognition and Directed Study
- C.3.12 Refund of Fees

End of document