

Course Drop and Program Withdrawals

Responsible Authority:	Office the Registrar
Date of Original Policy Approval:	2015 – 07 – 07
Last Reviewed:	2021 – 08 – 31
Mandatory Revision Date:	2026 – 08 – 31

PURPOSE

To establish a standardized process that allows students to drop a course(s) or withdraw from a program after registration is completed and to encourage students to do so in consultation with the academic department.

SCOPE

This policy applies to any student who has enrolled in a post-secondary program at the College and wishes to withdraw from a course(s) or the program.

POLICY

1. General

- 1.1.** To be eligible for the appropriate academic penalty and fee refund (where applicable), students withdrawing from a course or program must follow the procedure outlined in this policy within the specified deadlines.

2. Withdrawal Deadlines

2.1. Partial Refund Deadline

The date to drop a course or program to be eligible for a partial refund. The deadline date is the 10th business day from the start of the term.

2.1.1. Domestic students withdrawing from a term by the deadline date will have a refund of fees except for the non-refundable deposit and any non-refundable material fees. International students withdrawing from a term by the deadline date will have a withdrawal fee of \$1000 applied and any non-refundable material fees. Part-time post-secondary students withdrawing from a course or courses will have a withdrawal fee of \$20 per course applied and any non-refundable material fees.

2.1.2. Dropping a course(s) by the deadline date may result in a partial refund if the enrolment status changes from full-time to part-time. If the student is deemed full-time by the number of courses or number of hours, there will be no refund.

2.2. Academic Penalty Deadline

The date to drop a course or program without academic penalty. The course will be removed from the academic record and not used in calculating the GPA. The deadlines are listed in the Important Dates document on the college website.

2.3. Courses or programs that are dropped after the 10th business day but on or before the academic penalty deadline will not be graded, and there shall be no refund.

2.4. Students should seek advising from their academic coordinator before withdrawing or dropping a course(s).

3. Withdrawals

- 3.1.** A course drop or program withdrawal must be done in one of the following three ways:
 - 3.1.1.** Online through STU-VIEW
 - 3.1.2.** Written notification to the Office of the Registrar – Registration (registration@georgebrown.ca).
 - 3.1.3.** International students must withdraw by following the international withdrawal process posted on the international student webpage, including submitting all required supporting documentation. International students may only withdraw online through STU-VIEW if dropping individual courses, and not an entire semester. It is the student's responsibility to check STU-VIEW to ensure the course drop or withdrawal has been processed.
- 3.2.** Students receiving OSAP/financial assistance are requested to also notify the Financial Aid Office.
- 3.3.** Notifying faculty or non-attendance of classes does not constitute a course drop or withdrawal.
- 3.4.** Failure to meet the deadlines may result in a failing grade being assigned for the course(s). The grade(s) may be used in the student's grade point average (GPA) calculation.