

POLICY NUMBER	ED 03-0
APPROVAL DATE	MAY 28, 2003
LAST AMENDMENT	DECEMBER 9, 1992
REVIEW DATE	MAY, 2008
AUTHORITY	SENATE
PRIMARY CONTACT	REGISTRAR

## POLICY

Thompson Rivers University (TRU) recognizes that students may withdraw from their courses for a wide variety of reasons. Because of the possible impact on their educational future, students are urged to seek counselling before making a decision to withdraw from a course or program. In the event of a student deciding to withdraw from a course or program, the following deadlines apply:

1. The withdrawal date is the last day of the eighth instructional week for one-semester courses and the last day of the third instructional week in the second semester of two-semester courses;
2. Students in semestered programs may withdraw from their entire program up to the last day of instruction in the semester;
3. Students who miss either of the deadlines listed above will receive a grade of 'F' or 'DNC' unless they can satisfy the Registrar that they have suffered illness or domestic affliction or circumstances beyond their control, which have prevented them from withdrawing from their courses within the relevant deadline. This decision of the Registrar is subject to appeal (see Policy ED 4-0).
4. The last day to change from a semestered section of a course to an independent study section of the same course is eight weeks into the semester.
5. Withdrawal dates for Summer Sessions or intersession courses shall be prorated to the end of the nearest full week based on the one semester withdrawal policy.