

## Withdrawal Policy

Students who withdraw or are withdrawn from a structured class after the withdrawal time period will be issued a final report card and mark at the end of the session. Time periods for the sessions are as follows:

Fall Session – after 4 weeks

Winter Session – after 4 weeks

Spring Session – after 2 weeks

Self-Paced (DL/OL) classes: Students that have become active (completed at least 5%) in the course will receive a final report card with a grade and the % of course completed.

This means that students who withdraw from a structured class after the time period specified above or from a Self-Paced (DL/OL) class after becoming 'active' will have a final mark reported to the Ministry of Education. Only a mark that is a passing mark (50% or greater) will show up on their Ministry transcript.

If a student wishes to withdraw or drop courses, they need to contact the teacher or office in person or by email. Requests for withdrawal can be emailed to [lec-reception@sd35.bc.ca](mailto:lec-reception@sd35.bc.ca).