

NOTIFICATION OF DROPPING A COURSE UNIT

(Please check academic calendar for the course unit's census date)

Name: _____ Date: _____

Telephone Details: _____ Student Number: _____

Email Address: _____

I am seeking withdrawal from the course unit: _____

For the following reasons: _____

Note: After course unit's census date, a **Withdrawal without an Academic Penalty** can be given only through application to the Academic Dean and by a decision of the CIS Academic Board.

CIS Policy on Dropping or Withdrawing from Coursework Units

7 Dropping or Withdrawing from Coursework Units

7.1 Dropping or Withdrawing from Semester Length Units

7.1.1 A student may drop a course unit within the first four weeks (i.e., before census date) of the semester by notifying the Registrar using the appropriate form. It may be submitted in hardcopy or by email. In such cases, the course unit does not appear on the student's transcript. The tuition fees, if paid, are refunded.

7.1.2 After week four (i.e., after census date), for sufficient grounds, a student may withdraw without academic penalty from a course unit at any time with the approval of the CIS Academic Board upon the recommendation of the Registrar. This will appear on a student's transcript as 'Withdrawn' and will not affect their GPA. The student is still liable for the tuition fees of the course unit.

7.1.2.1 To be considered sufficient grounds the disruption to studies cited must meet all of the following three criteria: (a) it could not have been reasonably foreseen or avoided; (b) it was beyond the student's control; and, (c) it caused disruption to the student's capacity to complete the unit. The following grounds are not considered sufficient: (a) routine variation in work demands; (b) routine family problems; (c) difficulties in managing study workloads; or, (d) the demands of extra-curricular activities.

7.1.2.2 If a health reason is cited as the reason for withdrawal, a medical certificate is normally required. On application to resume studies at CIS, a student should normally produce a medical fitness certificate.

7.2 Dropping or Withdrawing from Intensives/Extensives

7.2.1 A student may drop an intensive/extensive unit before the end of the second day of class by notifying the Academic Registrar using the appropriate form. It may be submitted in hardcopy or by email. In such cases, the course unit does not appear on the student's transcript. The tuition fees, if paid, are refunded.

7.2.2 After the second day of an intensive/extensive unit, for sufficient grounds, a student may withdraw without academic penalty from a course unit at any time with the approval of the CIS Academic Board upon the recommendation of the Registrar. This will appear on a student's transcript as 'Withdrawn' and will not affect their GPA. The student is still liable for the tuition fees of the course unit.

7.2.2.1 To be considered sufficient grounds the disruption to studies cited must meet all of the following three criteria: (a) it could not have been reasonably foreseen or avoided; (b) it was beyond the student's control; and, (c) it caused disruption to the student's capacity to complete the unit. The following grounds are not considered sufficient: (a) routine variation in work demands; (b) routine family problems; (c) difficulties in managing study workloads; or, (d) the demands of extra-curricular activities.

7.2.2.2 If a health reason is cited as the reason for withdrawal, a medical certificate is normally required. On application to resume studies at CIS, a student should normally produce a medical fitness certificate.

7.3 Students in Semester Length Units or in Intensives/Extensives may not apply to withdraw after the end of Week 10 of the semester. (An E or an I grade may be possible: see section 19.17 of these Regulations).

7.4 Notwithstanding anything contained in these regulations, in exceptional circumstances a student may be withdrawn from a unit or units at CIS at any time if the President is convinced that such a withdrawal is for good and sufficient reason.

(From Academic Regulations and Procedures, version 17.11.2017)