



## Academic Policy

# Policy on Withdrawal from Subjects/Courses

Approved on: 22 June 2008  
Approved by: Academic Board  
Contact person: Registrar

### 1. Introduction

MCHE students are strongly advised to complete all subjects in which they enroll. They are encouraged to avoid withdrawing from any subject or course after the course change period unless it becomes absolutely necessary. In certain circumstances, students may withdraw from courses without academic and/or financial penalty.

Students may wish to withdraw from a course or subject for a number of reasons. These may include: too demanding overall course load; dissatisfaction with the quality of instruction; concerns about receiving an unsatisfactory grade that will adversely affect a student's grade point average; family commitments; and, a change of mind about the subject or course of study.

The purpose of this policy is to set the principles, guidelines and procedures for withdrawing from a course or subject after registration.

### 2. Definitions

**Course Start Date:** The date students officially start a course, usually the first day of the term.

**Course End Date:** The last day of the term for a student to complete a subject offering is always the date of the last scheduled course / subject meeting.

**Withdrawal without Penalty Date:** The last day of the 4<sup>th</sup> week of the teaching period.

### **3. Principles**

- 3.1 Students are encouraged to complete the course they are enrolled in to exploit the opportunity of education granted, maximize internal efficiency of the College and to achieve the College mission.
- 3.2 Students who withdraw from courses or subjects leave seats that cannot be filled in, which represent lost opportunity costs that have already been incurred at the time of leaving. In addition, the education of a potential student who could have completed the course or subject is denied.
- 3.3 To enhance course completion rates, there should be a mechanism to minimize withdrawal. This could involve providing guidance and advice to students regarding difficulties in following the course or subject. Additional tutorial assistance may also be provided to students in respect of their specific difficulties. Students may also be referred to the Student Support Services of the College for further guidance and counseling.
- 3.4 Courses offered in the College may be grouped into four categories in consideration of withdrawal:

*Category I Courses:* Courses for which the agreed cost is collected from the sponsoring organisation.

*Category II Courses:* Courses for which a partial fee is levied and collected from the students.

*Category III Course:* Courses which have no fee and is run free of charge. Students are not paid an allowance.

*Category IV Courses:* Courses which are free and students are paid an allowance to assist them during their study period.

### **4. Guidelines**

- 4.1 Students who drop a subject or a course before or on the “Withdrawal without Penalty” date will not incur any academic penalties but may incur a financial penalty.
- 4.2 Students may withdraw from any course or subjects without academic penalty, if the withdrawal took place before the “Withdrawal without Penalty” date. “WD” is entered on student’s academic record of withdrawn before this date. However, in the case of Category 1 courses, the sponsoring organisation will remain liable for the agreed cost.
- 4.3 Subjects with a “WD” will not be awarded any credits. “WD” will not be factored into the student’s GPA.

4.4 Any student who withdraws from any subject will have “WF” recorded against the subject s/he registered if the withdrawal took place after the “Withdrawal without Penalty” date.

4.5 A student who withdraws from a Category IV course after the “Withdrawal without Penalty” date must repay the full allowances s/he has been paid, unless the withdrawal has been approved by the Dean on grounds of extraordinary circumstance.

4.6 The following guidelines are to be adopted by Deans in considering applications received after the dates specified for “Withdrawal without Penalty” up to the course end date. These would normally constitute acceptable grounds for granting withdrawal without academic penalty:

- A serious health problem or the onset of a chronic health problem as evidenced by medical certificates (e.g. accident, hospitalisation/recovery from hospitalisation, chronic viral infection)
- Serious personal trauma as evidenced by medical certificates and/or personal declaration
- Demonstrable change in personal circumstances as supported by personal declaration and other relevant material, (e.g., severe financial stress; onset of severe illness in an immediate family member)
- Evidence that a commencing student is having difficulty with the transition to College level studies or has made an incorrect course / subject choice. Approval from Student Support Services may be required in such cases.

4.7 The following would not normally be acceptable grounds for granting withdrawal without academic penalty after the relevant date:

- Failure to prepare adequately for assessment requirements outside the circumstances outlined under clause 7 of this section.

4.8 The following table provides a schedule of refund of tuition fees paid by students.

Duration	Amount Refunded
Up to last day of 3 <sup>rd</sup> week of term	100 % of term tuition fee
Up to last day of 4 <sup>th</sup> week of term	75% of term tuition fee
Up to last day of 5 <sup>th</sup> week of term	50 % of term tuition fee
Up to last day of 6 <sup>th</sup> week of term	25% of term tuition fee
from 7 <sup>th</sup> week onwards	0% (no refund will be issued)

## 5. Administrative Procedures

5.1 Students who wish to withdraw from a course or subject must in the first instance consult the respective lecturer and/or course coordinator. A subject or course withdrawal form must be submitted to the respective

Division of the College. The respective lecturer or course coordinator will make the decision regarding the application, sign the form and hand it back to the student. The student should then submit the form to the Student Administration section of the College.

- 5.2 The Registrar's Office will initiate the formal withdrawal and informing of the student and respective Faculty / departments of the College.
- 5.3 Withdrawal applications after the "Withdrawal without Penalty" date will require the approval of the Dean of the respective Division. These applications should be forwarded by the respective academic staff member to the Dean after noting her/his opinion and signature. Once the Dean has processed the application and made a decision, the form, duly signed by the Dean, should be sent to the Student Administration section of the College.

## **6. Responsibilities**

- 6.1 The ultimate responsibility for decisions regarding the withdrawal requests lies at the respective Faculty/Division.
- 6.2 The Registrar will take appropriate action regarding informing of students and respective departments of the College.