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Discontinuation and/or Backdating After the Due Date

Policy and Guidelines

Category:	Academic
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Approval Authority:	Director Student Services and Communications
Contact Person:	Student Services Manager, Extn 7819

Introduction

This policy and these guidelines provide advice for students, departments/schools and colleges about discontinuation and/or backdating after the due dates specified in the Calendar/Handbook.

Please read in conjunction with Enrolment and Fees Policies and Regulations.

Definitions

Discontinuation – is when a student has officially withdrawn (WD) from a course of study within the period permitted for final date for discontinuation.

Backdated Discontinuation – is when a student's withdrawal (WD) from a course/s is after the discontinuation date, and has been approved on the grounds of medical or exceptional circumstances.

Policy Statement

In the case of illness or other reasons preventing a student from continuing a course, backdated discontinuation may be valid to the last official date to withdraw from the course. Inability to complete a course would not normally of itself justify backdating. Avoidance of a failing grade does not constitute grounds for a backdated withdrawal from a course. Lack of knowledge of the regulations or financial hardship, are not grounds for backdating.

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This policy should be implemented only in situations where a discontinuation is approved after the final date for discontinuation in the current enrolment year for that course:

- The final withdrawal date (no fees refund) for Semester 1 will be 30 April.
- The final withdrawal date (no fees refund) for whole year courses will be 30 June.
- The final withdrawal date (no fees refund) for Semester 2 courses will be 31 August.
- The final withdrawal date (no fees refund) for Cross Year, Anytime Start and courses six weeks or more not covered above (excluding summer courses and short courses) will be six weeks from the official course start date.
- The final withdrawal date (no fees refund) for summer programmes and short courses of six weeks or more will be the second Friday after the Official Course start date.
- The final withdrawal date (no fees refund) for summer programmes and short courses of less than six weeks will be the first Friday after the official course start date.
- There is no provision to withdraw from a teaching practice or field trip once the course has commenced.

The need for other times of the year being specified has been negated by discontinuations (WD Status) not now being shown on official transcripts.

If a student wishes to discontinue a course after the final date for discontinuation, written permission is required from the Dean of the relevant Faculty. (Dates are published in the current year's Guide to Enrolment: Key course dates, Final Date to Withdraw (no refund) chart.) No late discontinuations or backdated discontinuations will be entered on a student's record unless written permission from the Dean has been received.

If backdating is approved, this will be the last official date to withdraw from the course.

Guidelines

Discontinuation of Courses

Applications will normally be approved only:

1. For medical, or related, reasons.

   a) If there are adequate reasons indicating that the student has been unable to study effectively, and the application is supported by a medical certificate, backdating will be to the last official date to withdraw from the course.

      Note: In the case of students who indicate that they intended to withdraw from a course but were prevented from doing so because of illness at the time of the last day for changes of course, a medical certificate is required.

   b) If the student has been injured in an accident, or requires surgery without previous illness, and the application is supported by a medical certificate, backdating will be to the last official date to withdraw from the course. If the student is prevented from continuing the course for other reasons beyond their control, e.g. illness of

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relative, and the application is supported by a medical certificate, backdating will be to the last official date to withdraw from the course.

2. If the student has stopped participating in the course before the deadline, but has been prevented by medical/special circumstances beyond their control from discontinuing by that date.

3. If the student did not realise he or she was enrolled in the course, and the department endorses that the student has not attended the course at all.

   Backdated discontinuation **will not** normally be approved on such grounds as for example, the student:

   - has been trying out the course to see if he/she likes it
   - is finding the load too heavy
   - does not want a failing grade on his/her academic record
   - was unaware there was a deadline for changes.

   If the student does not discontinue (WD status) by the final dates (see Enrolment and Fees Policies and Regulations), he/she cannot then discontinue unless there are special circumstances which warrant backdating.

   If, after the final date for discontinuation of a course circumstances such as those outlined above prevent the student from completing assessment for the course, the student should apply for aegrotat or special consideration, not for backdated discontinuation.

Related Documents and Information

- Aegrotat Considerations: Procedures
- Enrolment and Fees Policies and Regulations: A. Enrolment Regulations
- Refunds After Due Date Policy

Notes

1. Students wishing to discontinue a course after the final date for discontinuation must complete the 'Application for Approval of Discontinuation After Due Date and/or Backdating of Discontinuation' form, available from Student Services, Enrolment, Student Services Centre, University of Canterbury. Relevant documentation must be attached (e.g. medical certificate or letter from a medical practitioner, counsellor or kaumatua).

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2. Applications that do not have relevant documentation attached, will not be processed, i.e. will not be sent to the relevant College for a decision.

3. Backdating of course withdrawal is for academic purposes only. For refunds of tuition fees after refund dates please refer to "Late Applications for Refunds" in the current years Guide to Enrolment. A separate application is required.
4. See Student Services for information on related topics.

Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
1.00	Full Review	AVC (Academic)	7 April 2008 Further minor changes – 14 April 2008
2.00	Full Review Addition to Policy Statement: ▪ *There is no provision to withdraw from a teaching practice or field trip once the course has commenced.*	AVC (Academic)	February 2009
3.00	Full Review No changes. Rolled over for one more year.	AVC (Academic)	February 2010
4.00	Full Review	PVC Student Services and International	May 2011
5.00	Review and Amendments	PVC Student Services and International	February 2012
6.00	Full Review	Director Student Services and Communications	March 2013

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