



Approved
 Bahamas Technical and Vocational
 Board of Directors
 Effective Fall 2023

POLICY NUMBER	RO-21-02-003
TITLE OF POLICY	Course Withdrawal
DATE OF ADOPTION	Spring 2023
SUPERSEDES	Withdrawal Policy, 2011
DATE OF IMPLEMENTATION	Fall 2023
PROJECTED DATE OF REVISION	Fall 2027
PURPOSE OF THE POLICY	To identify the procedures by which students may withdraw or be withdrawn from a course
REVISION NUMBER	Version 1
ACCOUNTABILITY	Office of the Registrar
RELATED POLICIES/PROCEDURES	Policy on Financial Aid Policy on Student Reimbursement
APPENDICES	None

1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) seeks to provide technical and vocational education and training in an environment that is intellectually challenging and supportive. BTVI expects all students to engage fully in educational and training opportunities by attending all class sessions and participating in class activities, completing all assignments and complying with class requirements, rules and regulations. However, BTVI recognises that, in some circumstances, it may be in the best interest of a student and/or the Institute for the student to withdraw or be withdrawn from a course.

2.0 Scope

This policy identifies the procedures by which students may withdraw or be withdrawn from courses.

3.0 Withdrawal from a Course

- 3.1. Once registered in a course, a student is considered a member of that course until the end of the instructional period or until he or she withdraws or is withdrawn from the course.
- 3.2. Students may withdraw from a course after the add/drop period has ended and before the end of the eighth (8th) week of the fall and spring semesters and the fourth (4th) week of the summer session or as indicated in the Academic Calendar.



- 3.3. Students who wish to withdraw from a course must submit a completed *Request to Withdraw from a Course* to the Office of the Registrar prior to the deadline.
- 3.4. Students under the age of eighteen (18) must receive approval from the relevant Dean for their withdrawal request to be processed.
- 3.5. Once the request to withdraw has been approved
 - 3.5.1. the Office of the Registrar will place a “W” on the student’s transcript. The “W” will not be calculated as part of the BTVI Grade Point Average (GPA).
 - 3.5.2. the student may confirm that the requested withdrawal has been processed by viewing the degree audit and/or unofficial transcript via the BTVI student web portal.
- 3.6. Students who inform a staff member or instructor of their intent to withdraw and who fail to submit a request to withdraw form prior to the deadline remain enrolled in the course and may be assigned an “F” grade which will be calculated as part of the BTVI grade point average.
- 3.7. Students who stop attending classes and who fail to submit a request to withdraw form prior to the deadline remain enrolled in the course and may be assigned an “F” grade which will be calculated as part of the BTVI grade point average.
- 3.8. Students who stop attending classes or who withdraw from a course remain financially liable for the course.

4.0 Administrative Withdrawal

- 4.1. BTVI maintains the right to request that a student withdraw from classes if the withdrawal is in the best interest of the student and/or the Institute. The reasons for which students may be asked to withdraw include, but are not limited to, the following:
 - 4.1.1. The student's behaviour endangers the health and/or safety of others.
 - 4.1.2. The student's behaviour disrupts and/or interferes with the teaching and learning environment or other activities.
 - 4.1.3. The student refuses to comply with course requirements, rules and regulations.
- 4.2. Should the student refuse to withdraw voluntarily, the relevant Head of Department or Dean may execute an administrative withdrawal by submitting a completed *Administrative Withdrawal Form* to the Office of the Registrar.
- 4.3. An instructor maintains the right to withdraw from his/her class a student who has four (4) consecutive absences. The instructor must submit a completed *Administrative Withdrawal Form* along with a copy of the class register to the Office of the Registrar through the Head of Department.
- 4.4. Administrative withdrawal forms shall be processed by the Office of the Registrar. The Office of the Registrar shall place a “W” on the student’s transcript and notify the student via electronic mail.
- 4.5. Students who are withdrawn from a course remain financially liable for the course.

5.0 Withdrawal after the Deadline to Withdraw

Unless there are extraordinary extenuating circumstances, students will not be permitted to withdraw from a course after the last day to withdraw as specified in the Academic Calendar.