Course Withdrawal Policy

As per the Ministry of Education and Child Care:

If the Student is inactive, there must be a corresponding record of attempts made by the Online Learning School to contact the Student for that course. Two 1701 Data Collection snapshot dates must have passed before the Student can re-enrol in the same course again.

Inactive student definition:

An inactive student is defined as a student who enrolled and activated their course consistent with "Active Participation" as outlined in the Interim Online Learning Procedures Guide (pages 10-11), who subsequently became "inactive", for example, in the following ways:

- Not engaging in the course,
- Not completing any course work,
- Not logging into Brightspace (if applicable), and/or
- Not responding to communication from the school regarding the course.

Example:

Emily enrolls in Chemistry 11 in September, she completed the first assignment of the course, and the teacher activates her based on her proof of learning sample ahead of the September 1701 date. Emily then turns her attention towards a different course and doesn't proceed to complete any more work. The teacher actively tries to re-engage Emily using intelligent agents in courses, interim grade reports, direct emails, potentially phone calls home, etc. The February and May 1701 period passes and she is withdrawn from the course.

The example scenario does align with the inactive definition and the student may re-enroll in the course in June, if the following conditions were met:

1. The course was activated before the September 1701 Data Collection snapshot date,
2. The student was not active in the course following the initial activation, and
3. Two 1701 Data Collection snapshot dates have passed.

At HCOS the following meets the standards for documentation of inactivity:

- Interim Grade reports stating that progress requirements have not been met, and work has not been completed.
- IEs on the report card
- Communication and Notes comments showing documentation of teacher attempt to contact

    - This can also include a record of Intelligent Agents that have been sent to the student documenting inactivity

> A student can re-enroll in the course immediately following course withdrawal if the documentation has been made and two funding periods have passed since their last activity in the course.

Student Requested Withdrawal

A student can make a request to be withdrawn from a course using the Course Withdrawal and Change Form. This request will be forwarded to the course teacher for consultation and confirmation.

If a student has completed more than 80% of the course, requests for withdrawal are considered on a case-by-case basis. Approval requires consultation with the course teacher, an assessment of overall progress, and final approval from HCOS Administration. Withdrawals at this stage are reserved for extenuating circumstances, such as severe illness or sudden, significant changes in life situations.

If the student is denied their withdrawal request, they will be given the opportunity in those cases to either:

- Complete the remainder of the course, including any requested proctored or final exams, or
- Take a ‘zero’ for any remaining outstanding assignments or proctored exams, and a final grade will be submitted.

The BC Ministry of Education’s reporting order states:

W = (Withdrawal) According to the policy of the board, and upon request of the parent of the student or, when appropriate, the student, the principal, vice principal or director of instruction in charge of a school may grant permission to a student to withdraw from a course or subject.

Students who are requesting to be withdrawn after a period of inactivity require documentation in Encom about their last active moments in the course. This document need to include:

- The date of the last submitted assignment
- Course name
- The ways in which the teacher has contacted the student and or family prior to the withdrawal, including dates

Teacher or Grad Advisor Requested Withdrawal

Teachers or Grad Advisors can make a request for a student to be withdrawn from a course using the Course Withdrawal and Change Form.

Teachers may request a withdrawal from a course when:

- Students communicate directly the request to be withdrawn using the form mentioned above.
- Students have been enrolled in the course for a year or more and no plan to complete is in sight. A minimum of 2 attempts at Communication must be sent (e.g. IGRs, emails, intelligence agents) and documented in Communications and Notes.
- Two funding periods have passed since the student has demonstrated activity in the course. Funding period cut off are end of September, mid- February and early May as per the teacher calendar.

Please note that the withdrawal policy (not being able to start a course again for a minimum of 2 funding periods) still applies. Students cannot re-enrol in the same course until 2 funding periods of inactivity in the course have been demonstrated. This inactivity may be prior to withdrawal or after, but must be shown.

If a student asks to be permitted to complete a course they have been withdrawn from, administration will reach out to the course teacher to determine if re-opening the student's course is an option.

Revision #12
Created 12 November 2019 22:36:35 by Chelsea Bitgood
Updated 3 September 2026 22:51:47 by Bailey Edwards