

Policy Information	
Policy No:	E-1.14
Approved by:	Education Council
Approval Date:	August 1, 2022
Date of Next Review:	August 2027

CHANGE OF ENROLMENT STATUS

Policy Statement

A student may decide to change their enrolment status. This policy outlines the process and limitations in changing their enrolment status.

Purpose / Rationale

To establish clear, consistent principles and guidelines for any enrolment status changes for students after their initial enrolment in courses at the College.

Where necessary or desirable, a student may: add course(s), change course(s) or course section(s), request a change of status (“Credit” to “Audit” or “Audit” to “Credit”; see *Audit Status Policy E-1.08*), or withdraw from a course(s), their program, or the College of New Caledonia in accordance with the Office of the Registrar procedures.

Scope / Limits

This policy applies to all students enrolled in Education Council approved course(s).

Principles/Guidelines

1. Students are responsible for understanding and complying with all rules, regulations, deadlines, and paying for applicable fees.
 - 1.1. See *Student Refund Policy E-1.15* and CNC calendar for fee information and Important Dates and Deadlines published for each academic year.
2. A student who has no activity in two (2) consecutive major terms (Fall/Spring) will no longer be considered a student and will have to re-apply to CNC as per the *Admission to the College Policy E-1.01*.
3. Before the end of the Add/Drop Period, students may add course(s), drop course(s), or change course(s) or sections without permission from the instructor. Students require permission from the instructor if they are changing their course to audit status.
 - 3.1. Dropped courses will not appear on the student’s transcript.

- 3.2. If a student drops all their courses within a term, they are to be considered as having no activity in that term.
 - 3.3. Prior to adding a course, the student should consult with the instructor to ensure that any missed course work or assignments will not adversely affect their final standing.
4. Before the end of the Withdrawal Period, a student may withdraw from courses without academic penalty and must do so through the Office of the Registrar.
 - 4.1. The student will receive a 'W' grade on their transcript.
 - 4.2. A student who withdraws from all their courses in a term will still be considered active for that term.
5. After the Withdrawal Period, students who have not attended class and/or not submitted graded work may receive an "N" grade.
6. Grounds for granting a withdrawal after the Withdrawal Period are limited to medical/personal withdrawal requests (See *Extenuating Circumstances Withdrawal Policy E-1.36*).
7. Students who attend a course, even with instructor permission, but who have not officially registered in the course and paid relevant tuition and fees by the add/drop deadline will not be considered "enrolled" in the course and will not be assigned a grade.
8. **Students considering a Withdrawal:** To be fully informed of the implications of withdrawing from a program or course(s) students are encouraged to make an appointment with an Academic Advisor prior to withdrawal.
9. **International Students:** International students who wish to withdraw or change their enrolment status to "Audit" should consult with an International Academic Advisor.
10. **Student Loans:** Students receiving student loans and who wish to withdraw or change their enrolment status to "Audit" should consult with Financial Aid & Awards. Student loans may be affected when students fail to maintain required enrolment levels.

Definitions

Add/Drop Period: The period starting on the first day of classes and ending on the last day to register within which students may continue to Add, Drop, or change their status from Audit to Credit in classes without academic penalty as outlined in the Office of the Registrar Deadlines - Change of Enrolment document. Students wishing to drop should consult the *Student Refund Policy E-1.15*.

Change to Audit Period: The period that a student may request a change of status from “Credit” to “Audit” as outlined the *Audit Status Policy Procedures E-1.08*.

Important Dates and Deadlines: Advertised dates throughout a term which for the purpose of this policy indicate final dates for changing enrolment status.

Withdrawal: The means by which a student officially discontinues their registration in a course(s) or program at the College.

Withdrawal Deadline Date: Published deadline date within each term in which an official withdrawal can be granted without academic penalty.

Withdrawal Period: A timeframe starting from the first day of classes and ending on the last day students may withdraw from a course or program without academic penalty as outlined in the Office of the Registrar Deadlines - Change of Enrolment document.

Legislative References

College and Institute Act (Section 24(2)(b))

Links to Other Related Policies, Documents and Websites

Admission to the College Policy E-1.01

Audit Status Policy E-1.108

Extenuating Circumstances Withdrawal Policy E-1.36

Change of Enrolment Status Form

Grading Policy E-1.22

Student Refund Policy E-1.15

Important Dates and Deadlines

Office of the Registrar Deadlines – Change of Enrolment

Policy Amendment Log

Amendment Number:	Date:
0	June 2012
1	June 14, 2022, effective August 1, 2022
2	