

## **Withdrawal Policy – Langley Education Centre**

*Students who withdraw or are withdrawn from a structured class after the withdrawal time period will be issued a final report card and mark at the end of the session. Time periods for the sessions are as follows:*

*Fall Session – after 4 weeks*

*Winter Session – after 4 weeks*

*Spring Session – after 2 weeks*

*For Self-Paced (DL) classes, students that have become active (completed at least 5%) in the course will receive a final report card with a grade and the % of course completed.*

This means that students who withdraw from a structured class after the time period or from a Self-Paced (DL) class after becoming 'active' will have a final mark reported to the Ministry of Education. Only a mark that is a passing mark (50% or greater) will show up on their Ministry transcript.

If a student wishes to withdraw or drop courses they need to contact the teacher or office in person or by phone.