

## Policy on Student Withdrawal from Courses in Grades 11 and 12

This policy outlines the procedures and implications for students wishing to withdraw from courses in Grades 11 and 12 at Royal Ontario Academy. It aims to ensure that students make informed decisions about their course enrollments while maintaining academic integrity and accountability.

### Policy Statement

Royal Ontario Academy recognizes that there may be circumstances where a student needs to withdraw from a course. This policy provides a clear framework for the withdrawal process, including timelines, documentation, and the potential impact on the student's academic record.

### Eligibility and Applicability

This policy applies to all students enrolled in Grades 11 and 12 courses at Royal Ontario Academy.

### Withdrawal Process

#### 1. Consultation with Staff:

- Before withdrawing from a course, the student must consult with a Royal Ontario Academy staff member to discuss the reasons for withdrawal, potential alternatives, and the impact on their academic progress and future plans.

#### 2. Submission of Withdrawal Request:

- The student must submit a formal withdrawal request to the Royal Ontario Academy administration. This request should include:
  - A completed Course Withdrawal Form (available at the Royal Ontario Academy office).
  - A personal statement explaining the reasons for withdrawal.
  - Any supporting documentation (e.g., medical certificates, letters from counselors).

### 3. Review and Decision:

- The withdrawal request will be reviewed by the Royal Ontario Academy administration.
- The student and their parent/guardian (if the student is under 18) will be notified in writing of the decision within one week of submission.
- If approved, the withdrawal will be processed, and the student's academic record will be updated accordingly.

## Deadlines and Academic Record

### 1. Withdrawal Deadline:

- Students may withdraw from a course without academic penalty within 5 days of the issuance of the first report card from Royal Ontario Academy. The course will not appear on the Ontario Student Transcript (OST) if withdrawn within this period.

### 2. Academic Record:

- *After the 5-Day Deadline:* If the withdrawal occurs after 5 days of the issuance of the first report card, a "W" (Withdrawn) will be entered in the "Credit" column of the OST, along with the mark achieved at the time of withdrawal.
- *Grade 9 or 10 Courses:* Withdrawals from Grade 9 or 10 courses at any time are not recorded on the OST.
- *Exceptional Circumstances:* In cases of extraordinary circumstances (e.g., medical emergencies, significant personal issues), an "S" (Special Circumstance) may be entered in the "Note" column on the OST. Supporting documentation will be required.

## Implications and Considerations

### 1. Impact on Graduation Requirements:

- Students must consider the impact of withdrawal on their ability to meet Ontario Secondary School Diploma (OSSD) graduation requirements. Royal Ontario Academy guidance counselors will assist in planning alternative pathways if necessary.

## 2. Post-Secondary Implications:

- Students should be aware of how course withdrawals may be perceived by post-secondary institutions or potential employers. It is important to consider these implications before making a decision.

## 3. Financial Implications:

- Any financial implications related to the withdrawal, such as the potential for forfeited tuition fees, will be communicated to the student and their parent/guardian at the time of the withdrawal request.

## Appeals

If a student's withdrawal request is denied, they may appeal the decision. The appeal must be submitted in writing to the Royal Ontario Academy principal within ten days of receiving the decision. The appeal will be reviewed by an independent committee, and a final decision will be made within two weeks.

## Record Keeping

All records related to course withdrawals, including the Course Withdrawal Form, supporting documentation, and the decision, will be maintained in the student's academic record at Royal Ontario Academy.

## Review and Revision of Policy

This policy will be reviewed annually by the Royal Ontario Academy administration to ensure its effectiveness and alignment with educational standards and goals. Revisions may be made as necessary.

This Royal Ontario Academy Policy ensures a structured and transparent process for withdrawing from courses in Grades 11 and 12, supporting students in making informed decisions about their education while maintaining academic standards.

The school administration will review this policy/procedure annually to ensure its effectiveness and alignment with educational standards and goals, making revisions as needed. For further information regarding this policy, students and parents/guardians are encouraged to contact us at Royal Ontario Academy at [info@royalontarioacademy.com](mailto:info@royalontarioacademy.com).