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## **Withdrawal From a Course Policy**

Withdrawals from Grade 9 courses are not recorded on the Ontario Student Transcript (OST). Only successfully completed courses are recorded on the OST.

Withdrawals from Grade 10 courses are not recorded on the OST. Only successfully completed courses, as well as credits granted through the Prior Learning and Recognition (PLAR) are recorded on the OST.

If a student (including a student with an Individual Education Plan) withdraws from a Grade 11 or 12 course within five days following the issue of the first provincial report card (Mid-term), this withdrawal is not recorded on the OST.

If a student withdraws from a course **after** five days following the issue of the first provincial report card (Mid-term), the withdrawal is recorded on the OST by entering a "W" in the "Credit" column. The student's percentage grade at the time of the withdrawal is recorded in the "Percentage Grade" column.

**Note: Students will not receive a refund for their withdrawn courses or be permitted to select a replacement course.**