

## Course Drop/Withdrawal Policy

### What happens if I want to withdraw from a course?

Students must notify the school office by email if they wish to withdraw from one or more courses. The office will confirm the request with the student and, when necessary, with a parent/guardian.

### Full Disclosure

The Ontario Ministry of Education has a *Full Disclosure Policy*. This means that all Grade 11 and 12 courses attempted by a student must appear on their Ontario Student Transcript (OST). Full disclosure does not apply to Grade 9 or 10 courses.

- Any Grade 11 or 12 course that is completed, dropped, or failed will appear on the transcript, along with the final grade or mark at the time of withdrawal.
- Students have until the **Full Disclosure Deadline**, which is **5 school days after the midterm report card has been issued**, to withdraw from a course *without it appearing* on their transcript.
- After this deadline, the course and grade will remain on the transcript, regardless of withdrawal.