



## **Learning Online: Course Withdrawal Process**

Learning Online encourages all students to work towards the successful completion of their online class. The flexibility provided by Learning Online makes it possible for students to get caught up, even if they have fallen behind the pace of the course. Before a student makes the decision to withdraw from a course, they should consider the amount of work required to get them back on pace for the course and the potential impact withdrawing from the course may have on credits and therefore graduation eligibility.

Should a student make the decision to withdraw from a course, they will need to contact the course instructor and request a course withdrawal form. The form will need to be completed by the student, signed by a parent/guardian and guidance counsellor, and then returned to [learningonline@rcsd.ca](mailto:learningonline@rcsd.ca) to be processed.