

COLLEGE POLICY

Policy No. & Title: **A-121 Academic Withdrawal**
Policy Sponsor: Vice-President, Academic Services
Reference Cmtee: Policy & Procedure Committee
Effective: 2024-09-05
Next Review: 2026-08-31

Purpose

To establish the guidelines for students who choose to withdraw from a program or are required to withdraw from a program in accordance with College policies.

Scope

This policy applies to all College students.

Definitions

Program of Study: A suite of courses, that when grouped by the College, provide the knowledge base required to meet the learning outcomes of a certificate or diploma, as applicable.

POLICY

Student-Initiated Withdrawals

- 1) A student can cancel a contract within (5) of signing it if they deliver a written notice of cancellation to the College at the address shown on the contract.
- 2) Such students are entitled to a full refund of fees paid for the program, including any application fee, from the College.
- 3) Once admitted to their program of study, and the student has passed the five (5) day period the following process is in place:
 - a) The student advises the Campus Director/Remote Education Director in person or via email, in whichever format is most expedient for the student. The date of the withdrawal would be the date of receipt of this written or verbal communication.
 - b) The student will be considered a full-time/part-time student dependent on their program choice until the date of receipt of the communication.
 - c) A student who withdraws from the College is advised to adhere to policies and procedures of their funding source, if applicable.
 - d) Refunds for any overpayment to the College will be made in strict compliance with Ministry/Departmental guidelines.
 - e) Access to the learning management systems are cancelled effective the date of the student withdrawal. Access to e-mail and student web is restricted, but not cancelled.

- f) A student who withdraws from the College is no longer provided with the rights and privileges of a College student, however, any encumbrances or sanctions (Code of Conduct, Academic Integrity, etc.,) will remain in force.

College-Initiated Withdrawals

1) The College reserves the right to withdraw a student from a program of study for reasons including, but not limited to, contraventions of the Code of Conduct, such as Academic Integrity, Academic Progression, Attendance, Health & Safety violations, or the following specific cases:

- a) If a student has registered for a program but does not show up on the program start date, the status must be changed to Withdrawn by the Campus Director/Remote Education Director and the student will not be an 'Active Student.'
- b) If a student is auditing a class/program and does not convert their status from 'audit' to 'enrolled' within the defined time limit (see A-111 Academic Progression – Cancellation), the student will be withdrawn from the program.

2) The student will be notified of their College-initiated withdrawal by the Campus Director/Remote Education Director in the Letter of Withdrawal that includes the reason for withdrawal, to the student's email address on file.

Related Policies

A-119 Grades, Evaluations & Exams
A-111 Academic Progression
A-145 Academic Appeals
A-109 Student Code of Conduct
A-103 Attendance
P-101 Health & Safety
C-401 Admissions

Supporting Documents/Forms

A-121p Academic Withdrawal – Procedure