

**Policy No. & Title: A106 ACADEMIC WITHDRAWAL AND TERMINATION****Policy Sponsor:** Registrar**Reference Cttee:** College Council**Effective:** 2012-05-16**Next Review:** 2017-05-16**Approvals:** 2002-03-27 (CC-01-06 - Effective 2002-09-01), 2008-05-21 (CC-07-07 – Effective 2008-09-01), 2012-05-16 (CC-11-07)

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**1. PURPOSE**

This policy defines the consequences of withdrawal and termination on the student's academic record, fees and enrolment status. The timing of these actions is the integral element determining enrolment status.

**2. DEFINITIONS**

**Effective date** for refund, withdrawal or termination is the date the Office of the Registrar receives the official documentation.

**Full- time enrolment** occurs when a student registers and pays on a program basis.

**Part- time enrolment** occurs when a student selects and pays on a course-by-course basis.

**Refund date** falls within the first ten working days of each term or its equivalent and is defined annually in the Full-time Post-Secondary Academic Calendar Policy A102.

N.B. Program/Course load and refund date will be consistent with the Ministry Fee Audit Guidelines. Discussion of fees is outlined by the Student Fees Policy A132.

**Termination** is the removal of a student from a course or program initiated by the College.

**Withdrawal** is the removal of a student from a course or program initiated by that student or proxy.

**Withdrawal without academic penalty** date falls between the refund date and a date representing 70% of the total course duration calculated from the course start date.

### 3. POLICY

#### 3.1. Withdrawal from a Course

##### 3.1.1. *Enrolment in a postsecondary program*

If a student withdraws from a course before the **refund date**, there is no record of enrolment; fees for the course are returned less administrative fees for students with **part-time enrolment**. If a student withdraws from a course after the refund date but before the **withdrawal without academic penalty date**, the student will be assigned a 'W' grade on the academic record; there is no return of fees. Withdrawal after this date results in an 'F' grade on the academic record. As **full-time enrolment** status is dictated by the Ministry Fee Audit Guidelines, students must be aware of the impact of withdrawing from a course or courses on their enrolment status and eligibility for financial assistance.

##### 3.1.2. *Enrolment in continuing education courses*

Continuing education students are subject to the same conditions as described in 3.1.1 above except the refund date is defined as the start of the third class or in specified cases, as noted in the Continuing Education Course Guide.

#### 3.2. Withdrawal from a Program

If a student withdraws from a program before the refund date, there is no record of enrolment; fees for the program are returned less administrative fees. If a student withdraws from a program after the refund date but before the withdrawal without academic penalty date, the student will be assigned a 'W' grade on the academic record in all their courses; there is no return of fees. Withdrawal after this date may result in an 'F' grade on the academic record in their courses; specific course grades will be determined by the individual course's professor of record. Grades are assigned in compliance with the Course Grade System policy A112.

#### 3.3. Termination

The College may terminate a student's enrolment in a course or registration in a program at any time where the student's performance in any academic setting is deemed to be detrimental to self, others or the College. Detrimental performance is determined by any of the following: unsafe practice for self and/or others, interference with the progress of other students, unethical/unprofessional practice, and prolonged or frequent absence. Termination in the form of either long-term suspension, expulsion or prohibition may also result from breaching proper conduct and being sanctioned under the Student Code of Conduct Policy A130.

### 3.3.1. *Termination from a course*

A student's enrolment in an individual course may be terminated by the Chair; this results in an 'F' grade on the academic record and no return of fees. Where there is a co-requisite course, the student will be removed from this course; this results in a 'W' grade on the academic record and no return of fees.

### 3.3.2. *Termination from a program- Academic and professional standards*

A student's registration in a program may only be terminated by the Registrar on the recommendation of the Dean; this results in an 'F' grade on the academic record in all courses and fees paid will not be refunded.

### 3.3.3 *Termination from a program – Student Code of conduct*

A student's registration in a program may only be terminated by the Registrar on the recommendation of the Student Code of Conduct Administrator and the Dean; this results in an "F" grade on the academic record in all courses in progress at the time the code of conduct is applied and fees paid will not be refunded.

## 3.4. Exceptions

In exceptional circumstances (e.g. late admission of a student by the College, short duration courses and approved exceptions to the Academic Calendar), the Registrar may adjust the withdrawal dates as appropriate.

## 3.5. Appeals

Students may appeal the decisions related to any of the above in accordance with the appropriate policy: Course Grade System policy A112; Student Fees policy A132; Student Appeals policy A128.

## 4. REFERENCES

### College Policy

- A102 [Post-Secondary Academic Calendar](#)
- A108 [Admission of Students to Full-Time Post-Secondary Programs](#)
- A112 [Course Grade System](#)
- A128 [Student Appeals](#)
- A130 [Student Code of Conduct](#)
- A132 [Student Fees](#)

## 5. ATTACHMENTS

None

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