

WITHDRAWAL PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Academic
Parent Policy:	Withdrawal Policy
Approval Date:	May 29, 2018
Effective Date:	May 1, 2018
Procedure Owner:	Chief, Customer Experience Officer
Procedure Administrator:	Senior Manager, Registrar

Overview:

The purpose of the this procedure is to inform NorQuest College (college) students and staff of actions required to withdraw from a program or course, identify the withdrawal date, and provide information regarding college-initiated withdrawals.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

A withdrawal from a program or course may be either:

- Student-initiated, or
- College-initiated

A withdrawal may result in [academic and/or financial consequences](#) as described in the Academic Calendar.

Student-Initiated Withdrawal

A registered student may withdraw from a program or course at any time before or during studies by notifying the Office of the Registrar in writing of their intention to withdraw.

- Acceptable forms of written notification include:
 - submission of a signed [Program Withdrawal Form](#) or
 - an email to enrolment@norquest.ca from the student's college email account containing their Student ID, the program or course name, and a statement of intent to withdraw.
- Non-attendance or lack of participation does not constitute notice of withdrawal from a program or course.
- The date on which the Office of the Registrar receives the student's written notification is the effective date of the withdrawal. Under extenuating circumstances, the effective date of the withdrawal may be backdated at the discretion of the Registrar or delegate.

College-Initiated Withdrawal

The college may withdraw a student from a program or a course in situations where a failure to fulfill learner responsibilities is clearly demonstrated. College-initiated withdrawals must align with related college policies and procedures (e.g. Student Judicial Affairs Policy).

The following college positions have authority to initiate a withdrawal under the circumstances described:

Program Chair, Associate Dean, or Dean:

- Failure to attend any classes prior to the end of the program's add period.

- Lack of academic progress, as per the program area's written rules about attendance and/or progression requirements that have been communicated to students.

Dean or Vice President:

- Academic Misconduct
- Non-Academic Misconduct

Registrar (as per Academic Calendar):

- Non-Payment of Fees
- Failure to meet admission requirements

Responsibilities for initiating withdrawals may be delegated. The appropriate authority is to provide the name of the designate to the Office of the Registrar in writing.

If the college initiates a withdrawal, the student will be notified by the appropriate authority by letter or email of the withdrawal and any restrictions on enrolment or re-admission.

The appropriate authority will notify the Office of the Registrar of a college-initiated withdrawal by submitting a [Program Withdrawal Form](#). The notification should include the withdrawal reason, recommended date of withdrawal, and any restrictions on future admission or enrolment. When the Office of the Registrar is notified:

- The student's enrolment is updated using the recommended date of withdrawal provided by the authority. If the recommended date is in the past, justification should be provided and the effective date will be reviewed by the Office of the Registrar.
- In cases where the student did not attend any classes prior to the end of the add period, the effective date of the withdrawal is the day before the term starts, and the student may be subject to a non-cancellation fee.
- The student's record is updated to reflect any restrictions on future enrolment or re-admission to the college.

The Office of the Registrar maintains records of student- and college-initiated withdrawals.

Definitions:

Academic Calendar: an annual publication of academic regulations, academic dates, programs of study, and course descriptions. The NorQuest College website is the official source of Academic Calendar information.

Add period: the time period in a term or session during which students are able to add credit courses to their timetable. The add period lasts for the first 6% of a term or session.

Effective date of withdrawal: the date used for determining any academic and financial penalties associated with the withdrawal activity, as described in the Academic College Calendar.

Recommended date of withdrawal: for College-initiated withdrawals, the withdrawal date recommended by the authority who initiated the student withdrawal.

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Withdrawal: discontinuation of enrolment in a course or program which may be initiated either by the student or by the college. Reasons for withdrawal include, but are not limited to, student choice, academic misconduct, medical, or non-payment of fees.

- [Academic Misconduct Procedure](#)
- [Non-Academic Misconduct Procedure](#)
- [Program Withdrawal Form](#)
- [Student Complaints Procedure](#)
- [Student Judicial Affairs Policy](#)
- [Tuition and Related Fees Refund Procedure](#)
- [Withdrawal Policy](#)

N/A

May 2022

May 2018: new
August 2019: Compliance Office template & reorganization update