

## WITHDRAWAL POLICY

This document is the parent policy for any college or divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional Category:</b>	Academic
<b>Approval Date:</b>	May 23, 2018
<b>Effective Date:</b>	May 23, 2018
<b>Policy Owner:</b>	Chief, Customer Experience Officer
<b>Policy Administrator:</b>	Senior Manager, Registrar
<b>Objective:</b>	<p>The NorQuest College (college) Withdrawal Policy governs student- and college-initiated program and course withdrawals.</p> <p>Authority to establish this policy is derived from the <a href="#">NorQuest College Board of Governors Policy No. 5</a>, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>
<b>Policy:</b>	<p>The college recognizes that a student may choose to withdraw from a program or course before or during studies.</p> <p>The college also reserves the right to withdraw a student from a program or course in the event that it is clearly demonstrated that student responsibilities have not been met.</p> <p>The college publishes a schedule in its Academic Calendar to describe the academic and financial consequences of withdrawals. These consequences are based on the amount of time that has elapsed in each course as of the date of withdrawal.</p>
<b>Definitions:</b>	<p><b>Academic Calendar:</b> 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.</p> <p><b>Withdrawal:</b> 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.</p>
<b>Related NorQuest College Information:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Tuition and Related Fees Refund Procedure</a></li> <li>• <a href="#">Withdrawal Procedure</a></li> </ul>
<b>Related External Information:</b>	N/A
<b>Next Review Date:</b>	May 2022
<b>Revision History:</b>	<p>July 2014: new (replaced Standard Practice 2.6 College Initiated Withdrawal)</p> <p>May 2018: reviewed and aligned with new Withdrawal Procedure</p> <p>August 2019: Compliance Office template &amp; reorganization update</p>