

Policy Name	LEARNER DISCONTINUATION OR WITHDRAWAL		
Policy #	104	Category	ACADEMICS
Steward	VP, ACADEMICS	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

POLICY

The College recognizes that adult learners have multiple life situations that may negatively impact their learning. The College provides support services to learners and will work to help develop solutions to address said situations. It is necessary, however, to recognize that in some cases, learners will leave or be required to leave a program prior to completion.

The purpose of this policy is to ensure learners and all College persons understand the events and decisions that can lead to discontinuation, as well as the implications of being discontinued.

The policy also presents options to discontinuation, voluntary withdrawal, as well as the implication of voluntarily withdrawing.

PRINCIPLES

A learner may be required to discontinued if:

1. The probationary terms of an academic, attendance, or behavioural contract have been violated.
2. The learner is absent for five consecutive days without contacting the College.
3. The learner is absent for ten instructional days in a month, even if contact with the College has been made.
4. The credit-granter's attendance policy has been breached.
5. The learner has not paid tuition in full after the first quarter of the program or was delinquent in the pre-arranged tuition payment plan.
6. The learner has attended classes in an intoxicated state or is carrying illicit drugs, alcohol, marijuana into the classroom or surrounding College premises.
7. The learner commits an act of violence or harassment or is carrying weaponry into the classroom or surrounding College premises.

Learners discontinued from a College program are ineligible for admittance to all College programs for a minimum of one academic term or four academic months, following their discontinuation date.

Learners who have been discontinued from a program may apply for admission in the future. They may have to meet conditions of admission that would have been explained in their discontinuation communication.

Learners who are discontinued from a College program may appeal their discontinuation.

Learners may voluntarily withdraw from Adult Education programming without additional academic or admissions penalties providing that discontinuation has not already been initiated. Learners in PSE programming may have academic penalties as outlined by the credit granting institution.

Learners who are discontinued or voluntarily withdraw from programming are required to complete and submit all necessary forms and return any and all college issued materials and supplies to the College as requested.

SCOPE

This policy is in effect for all learners at the College, specifically Adult Education, Essential Skills, English as an Additional Language, Corporate Training, Continuing Education, and Post-secondary students.

DEFINITIONS

Operational Days business days where a learner would have access to advisor support at their campus, from another college campus, or virtually

PROCEDURES

Discontinuation procedures of credit granting institutions will be followed whenever applicable.

1. Learners will be advised, in writing and personally, when possible, of the reasons for their discontinuation, including the earliest possible re-application date. A copy of the communication will be added to their student file. Notice will be sent to college employees who interact with the learner and to the Registrar's office.
2. A list of Discontinued Learners will be maintained in a shared location by the Registrar/delegate and will include the following information: Name, Learner ID number, Date of Dismissal, Eligible return date.
3. Discontinued learners can appeal their discontinuation. The appeal process is as follows:

- 3.1 The learner may appeal their discontinuation by contacting the Program Chair, in writing within three (3) operational days of their discontinuation.
- 3.2 The appeal request will be referred to an Appeal Committee consisting of program manager/chair, an instructor, and an advisor, all from program location/areas separate from the appealing learner.
- 3.3 The Appeal Committee will meet and review the learner appeal and documentation. They may also reach out to the program's administration for additional information, such as, but not limited to attendance and academic records.
- 3.4 The Appeal Committee will provide a decision, in writing, to the learner and the program chair/manager within five (5) days.
- 3.5 If a learner disagrees with the ruling of the Appeal Committee, they can appeal, in writing within three (3) operational days, to the President/or Designate. The decision of the President/Designate is final.
- 3.6 Learners will attend programming as deemed appropriate by the College, every day until their appeal is decided. Learners not attending programming will have their appeal withdrawn.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- Suncrest College Learner Admissions
- Suncrest College Learner Attendance
- Suncrest College Academic Integrity
- Suncrest College Learner Academic Appeal Process
- Sask. Polytechnic Attendance Policy - [policy](#)
- Sask. Polytechnic Academic Policy - [policy](#)
- U of R Attendance, Evaluation, Discipline, and Appeals [policy](#)
- U of S Student Discipline Policy – [policy](#)
- Lakeland College Student Policy Handbook – [policy handbook](#)
- Conestoga College - [policies and procedures](#)