

POLICY AND PROCEDURE MANUAL

Policy Title:	WITHDRAWAL FROM POST-SECONDARY PROGRAMS PROCEDURE	Area of Responsibility: VICE PRESIDENT, INTERNATIONAL RELATIONS, CAMPUS DEVELOPMENT & STUDENT SERVICES
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1.6.18 WITHDRAWAL FROM POST-SECONDARY PROGRAMS PROCEDURE

Introduction

To outline the procedure to be followed for student withdrawal from College post-secondary programs at all College campuses.

Definitions

For the purposes of this procedure, the Registrar refers to the Registrar's Office at either Windsor or Chatham Campus.

Forms Used

College Withdrawal Form.

Procedure

1. Withdrawal by Phone

- a) If a student telephones the Registrar to indicate that he/she is withdrawing from the College, the Registrar will record the date and time of the call on an official College Withdrawal Form, retain a copy of the form for record purposes, and mail the form to the student with instructions on how to complete, sign and return the form within 14 days.
- b) If the form is returned by the student within the 14-day period indicated, the Registrar will specify the date the student called to withdraw as the official withdrawal date. If the form is returned by the student after the 14-day period, the Registrar will specify the date the form is received by the Registrar as the official withdrawal date.

2. Withdrawal by Mail/Fax/College Email

- a) If a student mails, faxes, or sends an email from their official College email address, a letter to the Registrar indicating that he/she is withdrawing from the College, the Registrar will complete an official College Withdrawal Form on behalf of the student, attaching

the student's letter/fax/College email. The Registrar will specify the date the letter/fax/College email was received as the student's official withdrawal date.

3. Withdrawal In-Person

- a) A student's verbal indication to a faculty or other staff member of his/her intent to withdraw does not constitute official withdrawal. Therefore, any faculty or staff member, receiving such indication from a student, must advise the student to contact the Registrar for the appropriate instructions on how to officially withdraw from the College.
- b) If a student comes to the Registrar and indicates his/her intention to withdraw from the College, the Registrar will provide the student with a College Withdrawal Form and instructions on how to complete it (including a recommendation to have the form signed by the appropriate program Chair or Chair's designate and counsellor). The Registrar will date the withdrawal form with that day's date and will advise the student that, if the completed form is returned within 14 days, the official withdrawal date will be the date stamped on the form by the Registrar. If the form is returned after the 14-day period, the official withdrawal date will be the date the form is received by the Registrar.