

1.0 POLICY:

A program withdrawal ends a student's program/project prior to completion of requirements being met and may be institution or student initiated according to the regulations of this policy.

2.0 RATIONALE AND GUIDING PRINCIPLES:

MacEwan recognizes that students may choose to withdraw from their programs for a wide variety of reasons. As the decision may have implications for future educational plans, prior to formal withdrawal, students are encouraged to discuss the choice with a counselor, program chair or appropriate MacEwan personnel. MacEwan reserves the right to end a student's program automatically according to the regulations as listed below.

3.0 SCOPE AND DEFINITIONS:

3.1 This policy only applies to program and project students (C5005).

3.2 Program withdrawals can be either initiated by the student or institution.

3.3 A program withdrawal ends a student's program/project with the institution, and if a student wants to pursue the program/project again, regulations of C5010 Admissions apply as appropriate.

3.4 This policy does not apply to students who are *Required to Withdraw* for any reasons relating to C1000 Academic Integrity, C2070 Academic Standing, or E3102 Student Discipline.

3.5 This policy does not apply to students who are Withdrawn for Non-payment of Fees relating to E2110 Assessment and Payment of Tuition and Student Administrative Fees.

4.0 REGULATIONS:

4.1 The Vice President Student Services is responsible for overall management of this policy.

4.2 The Registrar is responsible for administration and implementation of this policy.

- 4.3 Student-Initiated Withdrawal: A student must complete a *Withdrawal Notice* form and submit it to the Office of the Registrar/Information Centre.
- 4.3.1 The effective date of withdrawal is the date the Office of the Registrar/Information Centre receives the withdrawal document.
- 4.3.2 Withdrawal Notices received for any given term on or before the last day to withdraw without academic penalty for that term will be approved; the withdrawal will be in effect for that term, and grades of W will be assigned to all courses (C2020 Grading).
- 4.3.3 Withdrawal Notices received for any given term after the last day to withdraw without academic penalty for that term will be accepted; however, the withdrawal will not be in effect until the next term, and grades will be assigned to courses in the normal manner.
- 4.4 Institution-Initiated Withdrawal: The Office of the Registrar will automatically withdraw a student from a program/project if the student has been registered and subsequently has discontinued registration that would require him/her to be a considered a “Re-applicant” as per the definitions in C5010 Admissions (see procedures attached).
- 4.5 Refunds, if applicable, will be made according to E2112 Refunds of Tuition and Student Fees.
- 4.6 This policy is not subject to appeal under E3103 Student Appeals.

FACT SHEET

DATES:

Approval	09.11.17
Review	2014.11

SOURCE:

82.09.16 Approved 82.09.16 by Board Motion 13-2-82/83. Replaces sub-section in Policy 9.2 approved 5-5-77/78.

88.10.18 Revisions approved by Executive Officers' Committee 88.10.18.

03.02.01 Terminology updated (position titles). Format updated.

09.11.17 Revisions approved as recommended by Academic Policies Committee, and approved 09.11.17 by Academic Governance Council Motion AGC-17-11-17-2009.

10.12.21 Related policy numbers updated to reflect changes to E Policy Taxonomy.

RELATED POLICIES:

C1000 Academic Integrity
C2020 Grading
C2070 Academic Standing
C5005 Classification & Categorization of Students
C5010 Admissions
E2112 Refunds of Tuition and Student Fees
E2110 Assessment and Payment of Tuition & Student Administrative Fees
E3102 Student Discipline

OTHER RELATED:

Academic Schedule

IMPLEMENTATION DATE: upon approval