

Withdrawal Policy

Voluntarily Withdrawing From a Course/ Module

A student may voluntarily withdraw from a course or module for several different reasons. Depending on the reason, manner or timing of the withdrawal, the student may be impacted financially, academically or not at all.

WN – Withdraw Never Attended - Student voluntarily withdraws without attending any classes. No impact financially nor academically

W – Withdraw - Student voluntarily withdraws prior to submission of any graded activity. There is no academic impact; however, there will be a need to meet with the accounting department to determine financial obligations.

WP – Withdraw Passing - Student voluntarily withdraws after the first week of class, and deemed to be passing the course based on graded activities. No impact academically, however, student remains responsible for full course fee. However, if the student is passing the course but involuntarily withdraws based on *extraneous circumstances, the student will be withdrawn without any academic impact. Students will meet with the accounting department to determine financial obligations.

WF- Withdraw Failing – Student voluntarily withdraws after first week of class, and deemed to be failing the course based on graded activities. A WF is calculated as an F, and student remains responsible for the full course fee.

****Extraneous Circumstances – situations outside the student’s control that prevent him/her from attending classes. For example, medical reasons, acts of God, or any verifiable situation that prevented the student from attending classes.***

Withdrawal for Not Satisfying Matriculation Requirements

Students may be placed on academic probation where they do not satisfy all matriculation requirements but are accepted into the institution on a probationary basis. Unless otherwise specified, the probationary period is for 1 year from enrollment date, during which time students are expected to complete all outstanding work in ensuring that matriculation conditions are satisfied.

Students, who were placed on probation for not satisfying matriculation requirements, and where the probationary period has expired without meeting the conditions of their probation, may be withdrawn from all courses and will not be registered for future classes until they complete the specified conditions for matriculation.

The student should seek a Leave Of Absence to allow them to pursue satisfying the matriculation requirements. In considering the Leave of Absence, the Academic Committee will however impose reasonable time restrictions to allow for completion of these requirements. A student not seeking a Leave Of Absence under these circumstance, will be involuntarily withdrawn from the Institute and will **not** be considered an **ACTIVE** student.

Voluntary Withdrawal from the Institute

A student may voluntarily withdraw from the institute prior to completion of their programme of study by informing the Registrar (in writing) of intention to withdraw.

On reentry, a student who has been granted a Leave of Absence, and has complied with all its conditions, and are currently in good satisfactory academic progress status, may be readmitted without having to go through the reentry process.

Involuntary Withdrawal from the Institute

A student who has not been granted a Leave of Absence, or has not registered or attended classes for a period of 8 months or more, will be regarded as having withdrawn from the Institute. The Institute will perform an Involuntary Withdrawal for reason of not registering and attending classes. In these cases, the student must go through the reentry process to be readmitted to the institute. Students who have been withdrawn are **not** considered **ACTIVE** students.