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## **POLICY**

Established processes permit a student to withdraw from a program or course.

## **PRINCIPLES**

1. Students are responsible for managing their own studies and learning.
2. Students may decide to withdraw from a program or course.
3. Students should be able to withdraw from a program or course without academic penalty.

## **SCOPE**

This policy applies to students registered at Aurora College who are withdrawing from a program or course after the add/drop deadline.

### **1 WITHDRAWAL FROM A PROGRAM OR COURSE**

- 1.1 Students shall follow the student withdrawal process.
- 1.2 Non-attendance is not considered a notification of intention to withdraw from a course or program.
- 1.3 Students are responsible for completing a Student Withdrawal Request Form.
- 1.4 Instructors shall provide the Student Withdrawal Request Form.
- 1.5 The program or course instructor and program manager at the campus or community learning centre shall review and sign the form acknowledging that they are aware of the student's intentions.
- 1.6 Students shall forward the completed form to the Campus Admissions Office (representing the Office of the Registrar) closest to their place of study.
- 1.7 Students may withdraw from an Aurora College program or course without academic penalty if they withdraw prior to the completion of one half of the program or course delivery.
- 1.8 A student whose academic performance is significantly affected by extenuating circumstances (see Definitions section of the Policy and Procedures Manual) may be permitted to withdraw, without academic penalty, from a program or course after the

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withdrawal deadline of one half of the program or course delivery. Such requests must be supported by documentation and approval of requests shall be made by the Registrar whose decision on the matter shall be final.

- 1.9 Withdrawing from a program or course before the deadline will not result in an academic penalty for the student.
- 1.10 A student who withdraws after the deadline and does not receive approval for withdrawal due to extenuating circumstances will receive a fail (F) mark for the course(s) they are taking at the time of withdrawing.
- 1.11 A student who is registered in a program or course which is being delivered by Aurora College through an agreement with another post-secondary institution, trade organization or other accrediting body may be required to abide by the withdrawal policy of the organization with which the College is partnered.

#### **SUPPORTING PROCEDURES, FORMS, AND RULES**

The Vice President, Student Affairs (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

#### **RELATED POLICIES**

J.01 Course Withdrawal Tuition Refund

#### **RELATED AURORA COLLEGE BYLAWS**

None

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**FACT SHEET****DATES:**

1996-04-11	Policy <i>C.30 Student Withdrawal</i> issued.
1997-03	Policy revised. Policy and Planning Committee Motion PPC#12-1997. Board of Governors Motion BG#41-1997. Implemented June 30, 1997.
2011-04-07	New format approved and implemented. Board of Governors Motion#BG14-2011.
2012-01-31	Policy revised. Board of Governors Motion#BG09-2012. Implemented February 1, 2012.
2020-04-14	Policy revised. Approved by Administrator, Aurora College Ref.#Admin-07-2020. Implemented April 14, 2020.