

WITHDRAWAL POLICY

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Policy No: A-10

Approved by: Regional Vice President ON

Approval Date: March 01, 2018

Amendment Date: March 01, 2020

Executive Responsible: Academic Director (Regional)

Administrator Responsible: Academic Manager

Date of Last Review: March 01, 2020

Next Review: March 01, 2021

Revision Dates

March 01, 2018 – Replaced Cheating Policy

March 01, 2020 – Updated policy format



Shadya Mahfouz – Academic Director

WITHDRAWAL POLICY

1. Policy

This policy outlines the required process students must undertake if they wish to withdraw from their program of study at Hanson College ('Hanson'). This policy also applies to students withdrawing from a semester of their program.

2. Important Dates

- 2.1. Students that wish to withdraw must do so by the Withdrawal Deadline to receive a 'W' notification (grade) on the academic record.
- 2.2. Credits are not granted to 'W' grades, nor are 'W' grades used in the grade point average (GPA) calculation.
- 2.3. Students who drop a course after the Withdrawal Deadline or who do not formally withdraw from their program will receive a grade of 'F' on their academic record, which will be used to calculate GPA.
- 2.4. The Withdraw Deadline date is available on the Hanson Academic Calendar and the Hanson website. The information can also be acquired from the Academic and/or Student Services Departments.
- 2.5. Students who have withdrawn before the deadline and have received a 'W' grade have the option to retake the course and substitute the 'W' for a grade upon completion.
- 2.6. Students will be required to pay all tuition fees associated with retaking a course to receive a grade.

3. Withdraw Request

- 3.1. Students wishing to withdraw must provide a signed and dated 'Request for Withdraw/Refund Form', available in the Academic and/or Student Services Departments and submit their request to the Academic Director or designate.
- 3.2. After a request has been made, students will meet with the Academic Advisor first and then the Academic Manager to discuss available options for the future.
- 3.3. Subsequent to completing the 'Request for Withdraw/Refund Form' and meeting with the Academic Manager students will then complete the 'Add/Drop Form' and list all the courses for withdraw. This form is available in the Academic and/or Student Services Departments. The 'Add/Drop Form' must be submitted to the Academic Director for approval and processing. Hanson does not recommend students to withdraw from any semesters since curriculum and course offerings may change during a dropped semester. This can make it more difficult to graduate on time.
- 3.4.

3.5. Withdrawing from a program of study might also violate Immigration and Citizenship Canada (IRCC) requirements for international students.

3.6. Semester or Course Withdrawals

3.6.1. Students wishing to take a semester off (for any reason) must fill out a 'Semester or Course Withdrawal Form' indicating their intent on resuming their studies.

3.6.2. Semester or Course Withdrawal(s) approval by Hanson is strictly for institutional enrolment purposes, and does not supersede IRCC regulations as pertaining to the enforcement of Study Permits, Student Visas, Canada Border Services Agency (CBSA) or the *Immigration and Refugee Protection Act, 2001*.

3.6.3. Returning students are subject to capacity and availability in the corresponding semester.

3.6.4. The student takes full responsibility for any consequences associated with dropping a semester.