

WITHDRAWAL POLICY

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1. Purpose

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/course of their program.

2. Policy Statements

2.1 College Applicants:

- 2.1.1 If a withdrawal is received by the Admissions Office prior to the deposit due date, the student's offer will be cancelled.
- 2.1.2 If a withdrawal is received by the Admissions Office after the deposit due date but prior to the program start date, the student's offer will be cancelled. If a student has registered, s/he will be withdrawn.

2.2 Students:

- 2.2.1 Students who wish to withdraw must do so by the Withdrawal Deadline to receive a 'Notification (grade) on the academic record.
 - 2.2.2 Credits are not granted to 'W' grades, nor are 'W' grades used in the grade point average (GPA) calculation.
 - 2.2.3 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.
 - 2.2.4 The Withdrawal Deadline date is available on the Hanson Academic Calendar. The information can also be acquired from the Academic and/or Student Services Departments.
 - 2.2.5 Students who have withdrawn before the deadline and have received a 'W' grade have the option to retake the course and substitute the 'W' for a grade upon completion.
- 2.3 Students will be required to pay all tuition fees associated with retaking a course to receive a grade.
- 2.4 Students wishing to withdraw must provide a signed and dated 'Withdrawal Form', available on Hanson's website.
- 2.5 After a request has been made, students will meet with the Academic Advisor and the Manager to discuss available options for the future.
- 2.6 Subsequent to completing the 'Withdrawal Form' and meeting with the Academic Administrator students will then complete the Add/Drop process and list all the courses for withdrawal.
- 2.7 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.
- 2.8 Withdrawing from a program of study might also violate Immigration and Citizenship Canada (IRCC) requirements for international students.
- ### 2.9 Semester or Course Withdrawals:
- 2.9.1 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.
 - 2.9.2 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*.

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

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

3. Responsibilities and Accountability

Dean, Academic Excellence and Compliance is responsible for:

- Ensuring the development, review, and availability of this Policy.

4. Related Policies/Directives/Regulations

Admissions Policy

Academic Standing and Promotion Policy