

Procedure Information	
Related to Policy No:	E-1.36
Approved by:	Education Council
Approval Date:	August 16, 2022
Date of Next Review:	August 2027

## WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES PROCEDURES

### Definitions

#### Authentic Documentation

Examples include but are not limited to scanned or original copies of the following: a doctor's note, obituary, employer transfer document, court order.

#### Extenuating Circumstances

Unexpected, uncontrollable and/or unforeseen circumstances beyond a student's control that significantly impacts the student's ability to complete the term or a course. These may include but are not limited to a death in the student's immediate family; an illness; an accident; or a student's physical or psychological health that is verifiable and documented by an appropriate professional.

#### Health Care Provider

For the purposes of extenuating circumstances withdrawals, health care providers are normally defined as: a) Physician (GP or medical specialist); b) Nurse Practitioner; c) Psychiatrist; d) Psychologist. In special circumstances an Aboriginal Healer and/or recognized Elder may be considered.

#### Withdrawal Deadline Date

Published deadline date within each term in which an official withdrawal can be granted without academic penalty.

#### Withdrawal Period

A timeframe from the end of the add/drop date to the last day students may withdraw from a course or program without academic penalty.

### Procedures

1. Students withdrawing due to extenuating circumstances within the Withdrawal Period should complete an Extenuating Circumstances Withdrawal form accompanied by authentic documentation to the Office of the Registrar.
2. CNC recommends that the student make an appointment with a Counsellor or Wellness Coach to help review their documentation for completion.
3. Students seeking a tuition refund should refer to the Student Refund Policy E-1.15

4. After the Withdrawal Deadline Date, students must submit an Extenuating Circumstances Withdrawal form, accompanied by authentic documentation, to the Office of the Registrar in order to withdraw without academic penalty.
5. Every effort will be made to have requests considered within three weeks of submission. Delays as a result of missing documentation may lengthen the decision process.
6. Though approval is not guaranteed, a sudden, serious illness or injury which so impairs a student's ability to participate in class(es) that course requirements cannot be satisfied (e.g. hospitalization for more than one week), as confirmed by a health care provider, would typically be accepted. Examples of invalid grounds include, but are not limited to, the following:
  - 6.1. Not being aware of, or forgetting about, a deadline
  - 6.2. Not knowing how to withdraw
  - 6.3. Computer or connectivity issues
  - 6.4. Anticipated poor grade (or failure) in a course
  - 6.5. Personal convenience, family events, or travel plans
  - 6.6. Changes to hours of work or employment.
  - 6.7. Not securing student loan funding sufficiently in advance
7. The decision by the Associate Registrar is considered final and will be communicated to the student. An approved extenuating circumstances withdrawal from course(s) will result in a "WE" grade(s) for the course(s).
  - 7.1. In the event new information becomes available that may have influenced the original decision, the student may appeal the decision to the Registrar.

### **Links to Other Related Policies, Documents, and Websites**

Change in Enrollment Status Policy E-1.14

Student Refund Policy E-1.15

Grading Policy E-1.22

Office of the Registrar Important Dates and Deadlines <https://cnc.bc.ca/admissions>

### **Forms**

Change of Enrollment Status form

Extenuating Circumstances Withdrawal form

## Procedure Amendment Log

Amendment Number:	Date:
0	September 2012
1	March 2013
2	August 2022 (Formerly Student Appeal - Medical Personal Withdrawal Decisions)