

| Policy Information | |
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| 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

Policy Statement

This policy and related procedures describe how a student may withdraw from course(s) and/or program due to extenuating circumstances.

Purpose / Rationale

CNC recognizes unexpected, uncontrollable, and/or unforeseen circumstances can occur that impact a student's ability to complete their studies - such as a death in the immediate family, a student's sudden illness or accident, health (physical or mental) issues. This policy provides the option for a student to request an extenuating circumstances withdrawal.

Scope / Limits

This policy applies to all students enrolled in College of New Caledonia courses and programs needing to withdraw after the add/drop date.

Refunds related to withdrawing due to extenuating circumstances are not part of this policy. See the *Student Refund Policy E-1.15* for more information.

Principles / Guidelines

1. The College recognizes that there can be extenuating circumstances that may result in a student requesting a withdrawal from course(s) and/or a program after the withdrawal deadline.
2. It is recommended that a student meet with one or more of the following: an Academic Advisor, Students' Union representative, cultural liaison, Financial Aid, other sponsor or funder, the appropriate Educational Administrator or designate to discuss any consequences of a course or program withdrawal prior to doing so.
3. Students are responsible for ensuring they are aware of all relevant policies, regulations, and deadlines.
4. Students are responsible for all course fees, even if they apply for extenuating circumstances withdrawal (i.e. payment plans).
5. All withdrawal requests require evidence of extenuating circumstances. Requests will not be considered without authentic documentation.

6. Extenuating circumstances withdrawal requests are usually considered complete withdrawal. Doing well in one course but failing at another is not viewed as a valid reason for a partial withdrawal. If a student is requesting a partial withdrawal instead of a complete withdrawal the student must explain how the extenuating circumstances apply directly to the courses the student is requesting to drop and provide additional documentation supporting the reasons why one or more courses are affected, and others are not.
7. Requests for withdraw due to extenuating circumstances are approved at the discretion of the Associate Registrar and are considered on a case-by-case basis. An appeal of the original decision can be made to the Registrar if new information becomes available that may have influenced the original decision.
8. If the request is denied, the student remains registered in the course and will receive a final grade, calculated as outlined by their course syllabus.

Legislative References

College and Institutes Act

Links to Other Related Policies, Documents and Websites

Change in Enrollment Status Policy E-1.14

Student Refund Policy E-1.15

Policy Amendment Log

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