

POLICY: Student Withdrawals		POLICY NUMBER: Pending
		PREVIOUS/REPLACES:
APPROVED BY: Academic Council	EFFECTIVE DATE AS OF: January 5, 2017	PRIOR VERSIONS: New

1. Policy Statement:

A formal withdrawal from an MITT program is required anytime a student chooses to discontinue studies prior to the originally scheduled program end date. Students are not permitted to selectively withdraw from some individual courses while remaining registered for others, regardless of prerequisites obtained. A withdrawal will be applied to all courses within the originally scheduled start and end dates of the program.

Following a withdrawal, the student will be assigned either a final grade or a “Withdrawal” for all individual courses completed or in progress depending on 1) the date of the withdrawal, and 2) the amount of work completed within individual courses at the time of the withdrawal.

Prior to the program start date, a withdrawal from a program will not appear on the student’s record or official transcript. There is no impact on the student’s grade point average.

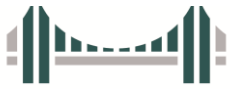
After the program start date, a withdrawal “W” will be assigned to all individual courses where **less than 60% of the total coursework has been completed**.

Students will be assigned a final grade for all courses in-progress where **more than 60% of the total coursework of an individual course has been completed**. The final grade assigned will be based on all work completed to date. Final course grades, including failures, will be used in the calculation of a student’s overall grade point average.

Withdrawals are not included in the calculation of a student’s overall grade point average.

At the time of withdrawal, students will be removed from all individual courses that have not yet commenced. These courses will not appear on the final transcript and will not be used in the calculation of a student’s overall grade point average.

Ceasing to attend class does not constitute an official withdrawal; the last date of attendance will not be considered the last day of studies. Withdrawals must be initiated by the student using the MITT Withdrawal Form. The date which the form is submitted will be considered the last date of studies for both grading and tuition refund purposes. Students who have outstanding tuition, or who are paying their tuition in installments, remain subject to the tuition refund schedule following a withdrawal.



It is strongly recommended that students consult with a Student Advisor prior to officially withdrawing from studies to ensure all other options have been explored and that the student understands how a withdrawal may impact their academic and personal plan.

Students withdrawing from studies due to medical or compassionate reasons who are initiating a tuition or grade appeal are required to meet with a Student Advisor for guidance on the appeals procedure.

2. Scope:

The Student Withdrawal policy applies to all MITT students registered in full- or part-time post-secondary and post-graduate programs.

This policy does not apply to secondary students enrolled in MITT High School or in any other secondary partnership program (ex. Pembina Trails School Division) or to partnership programs (ex. Network Security Diploma).

MITT Continuing Education and language programs may or may not follow this policy. Student withdrawal policies and procedures will be specified within those program's individual course outlines.

3. Procedure:

Students choosing to voluntarily withdraw from their program must complete an official Student Withdrawal Form available on-campus or online, and submit it to any of the MITT General Office locations.

Once the withdrawal form is received, the MITT Registrar/Admissions office and MITT Finance will use the official withdrawal date to determine any tuition amounts owing or to be refunded to the student, and will notify the program instructor by email of the withdrawal.

Once notified of the withdrawal date, the program instructor will determine the amount of coursework completed and will notify the Registrar which courses will receive a final grade or a "Withdrawal" designation on the student's record.

Where a student presents medical or compassionate grounds for a tuition or grade appeal, the Student Withdrawal Form should be submitted and processed as soon as possible, even if an appeal remains pending or has not yet been initiated. The submission of the withdrawal form should not be delayed pending the outcome of an appeal.

4. Administration:

The MITT Registrar will be responsible for implementation of withdrawals on transcripts and applicable updates to the student record.

The MITT Registrar or designate and the MITT Director of Finance will be responsible for the coordination of the Student Withdrawal Policy with any policies relating to tuition or finance.



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The MITT Dean or designate will be responsible for coordinating final grade information from instructors to the Registrar upon notice of a withdrawal.

The MITT Student Services Manager will be responsible for ensuring that students considering a withdrawal are provided access to Student Advisors and appropriate student supports.

5. Review:

This policy will be reviewed by Academic Council every 5 years.

6. References:

MITT Student Appeals Policy
MITT Tuition Refund Schedule
MITT Student Withdrawal Form