



POLICY: Student Withdrawal Policy		POLICY NUMBER: AC-2-1
		PREVIOUS/REPLACES Student Withdrawal Policy
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: February 2, 2023	PRIOR VERSIONS: December 3, 2019 January 5, 2017

1. Policy Statement:

A formal withdrawal from a Manitoba Institute of Trades and Technology (to be referred to as MITT) program is required anytime a student chooses to discontinue studies prior to the originally scheduled program end date.

A withdrawal may normally occur only at the program level; students are not permitted to selectively withdraw from individual courses in their program while remaining registered for others, regardless of prerequisites obtained.

Course-specific exceptions to this policy may exist, and will be noted in the course outline along with a course-specific withdrawal policy.

The impact of a withdrawal on a student's record or official transcript is dependent on 1) the date of the withdrawal, and 2) the amount of work completed within individual courses at the time of the withdrawal.

Withdrawal prior to the program start date: The program will not appear on the student's record or official transcript. There is no impact on the student's grade point average.

Withdrawal after the program start date:

- The student's record and official transcript will reflect enrolment in the program of study.
- A withdrawal ("W") will be assigned to all individual in-progress courses where less than **60% of the total coursework has been completed**. Withdrawals are not included in the calculation of a student's grade point average.
- A final grade will be assigned for all in-progress courses where **60% or more of the total coursework 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 grade point average.
- Individual courses that have not yet commenced will be removed from the student's record. These courses will not appear on the final transcript and will not be used in the calculation of a student's 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.

The Dean, Academic Programs 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 five years. This policy shall remain in effect until amended or revoked, regardless of the five-year review.

6. References:

Student Appeals Policy
Student Withdrawal Form
Tuition Refund Schedule