

WITHDRAWAL AND DISCONTINUATION POLICY

Responsibility of	Registrar
Approved by	Office of the Vice-President Academic
Revision History	June 9, 1995; June 21, 2003; November 8, 2006 (Effective January 1, 2007); May 23, 2014
Next Review	Annual

POLICY OVERVIEW

This policy outlines the process involved for students who withdraw from or discontinue their studies at Briercrest College and Seminary.

PRINCIPLES

The principles of natural justice, clarity, and transparency undergird this policy.

SCOPE

The policy applies to college and seminary students, on- and off- campus.

POLICY STATEMENT

Students who choose to withdraw from Briercrest College and Seminary at any point during a semester are responsible to declare their withdrawal to the Academic Services office through the appropriate form. Refunds are handled according to refund policies as applicable. Students who do not register for classes by the add/drop deadline in a given semester will be considered to have discontinued.

International students who withdraw from or who discontinue their studies at Briercrest College and Seminary in order to pursue studies at another designated post-secondary institution within Canada are responsible to notify Citizenship and Immigration Canada of the change, to be aware of any implications for their study and work in Canada, and to ensure that all conditions of their study permit are met. International students who withdraw from or who discontinue their studies at Briercrest and do not pursue studies at another designated post-secondary institution are responsible to leave the country immediately.

PROCEDURES

Withdrawing Students' Responsibilities

1. Complete and submit the Student Withdrawal form to Academic Services
2. Contact Student Development
3. Make an appointment with Student Finance if receiving:
 - a. student loans
 - b. scholarships and awards

Registrar's Office Process

Process for students who have started a semester and are withdrawing part way through. This is not for students who have completed a semester and are not returning.

See below for students who are Required to Discontinue – immediate turn around is required.

1. Clarify why they are withdrawing and make comments in BEAM.
2. In Student Record, select a withdrawn date on the student file and change term status to withdrawn,
3. Remove their student box number if one exists.
4. Do not change their dorm information, but inform the Residence Life Director or Student Development designate.
5. Change their grades to W or WF as appropriate.
6. The Registrar will notify Faculty members that a student is no longer attending his or her class.

Process for students who withdraw during the summer or between semesters

1. Clarify why the student is withdrawing and document comments in BEAM.
2. Input information into the College Retention window in BEAM. Pay particular attention to earliest re-entry date.
3. In Student Record, change status to "Withdrawn", and select a withdraw date.
4. Remove their accommodation information for the upcoming semester – this will generate an email to the Residence Life Director or Student Development designate, informing him or her that the student is withdrawn.
5. Delete any courses already registered in the up-coming semester, and then delete the semester.
6. Send the student an email indicating that you are withdrawing them from the classes. Indicate to the student who provided the information of their withdrawal.

Process for withdrawing a student whom BCS requires to discontinue (RTD or dismissal) based on academic or student development issues

1. Whether the issues arises in Academics or Student Development that department will inform both the Vice President Academic and Student Development designate prior to a potential Required to Discontinue (RTD) case.
2. Key to this process is good information communication of the implications of a student being RTD. For Student Development (SD) [click here](#); For Academics this involves, according to policy, placing a WF grade for all courses on the student's transcript in the semester of the RTD, tuition refunds may be awarded according to policy (**Briercrest College Withdrawal and Fee Adjustments Policy**), and the student will not able to take modular courses or Distance Education courses for one year following the dismissal.
3. The Vice President Academic or Student Development designate will inform the other department in writing.
4. The Registrar's Office will:
 - a. Place a withdraw fail on the student's courses for the semester in which the dismissal occurs.
 - b. Place a withdraw date on the student's BEAM file in accordance with the date of the decision to RTD the student.
 - c. Place comments of the dismissal in BEAM comments.
 - d. Contact Faculty members to inform them of the student's RTD and the WF that has been awarded as the grade for this course.
 - e. Inform the student in writing of their academic standing and the implications of the dismissal. This letter will be saved in the student's BEAM file.
5. Student Development [click here](#).

APPENDIX A

Related Forms/Policies	Refund Policy (http://www.briercrest.ca/college/finances/payment-information/) Student Development – Policy Reference Guide, pp. 5-6 http://www.briercrest.ca/media/638517/Policy%20Reference%20Guide%202013-2014%20Draft%20edited%20by%20LM.pdf
Where is this policy published	College Academic Calendar (http://www.briercrest.ca/college/academics/college-calendar/)

	Seminary Academic Calendar (http://www.briercrest.ca/seminary/academics/seminary-calendar/)
Contact Information	Registrar

