

	Approved by: <b>Academic Coordinating Committee</b>
	Authorizer: <b>VP Academic / VP Student Affairs</b>
	Effective Date: <b>September 1, 2007</b>
Procedure Title: <b>Discontinuance Procedure</b>	

**Procedure Statement:**

A student may be discontinued from a program/course for any of the following:

Academic

- Failure to meet specified academic program/course standards
- Violation of the Academic Integrity Policy

Non-academic

- Violation of the Student Code of Conduct Policy

Discontinuance based on academic failures, will normally occur at the end of an academic year or semester as determined by the program.

Discontinuance for other reasons (e.g. violation of the Academic Integrity Policy, misconduct, attendance etc.) may occur at any time during the academic year.

**Scope:**

This procedure applies to all students registered in Conestoga programs and courses.

**Procedure**

**1. Academic Discontinuance**

The academic team<sup>1</sup>:

- establishes and publishes program/course standards;
- communicates the standards to students at the beginning of the program/course;
- documents student progress making use of formative and summative evaluations;
- keeps the student informed of progress throughout the semester;
- finalizes the academic decision as to whether the student meets the stipulated standards/requirements.

The chair/program co-ordinator, at a time when an academic decision is required:

- communicates with the student to review reason(s) for discontinuance;
- reports discontinuances to the registrar using the Academic Decision Form or the Student Discontinuance Form RO 175A .

The chair/program co-ordinator, at a time other than when an academic decision is required:

- communicates with the student to review reason(s) for discontinuance;

- finalizes discontinuance of the student failing to meet program standards;
- completes Student Discontinuance Form RO 175A;
- forwards the form to the registrar.

The registrar:

- forwards an official letter of discontinuance and any other relevant correspondence to the student, and a copy to the chair.

**Special note:**

*Notification of student discontinuances at the end of the fall semester should be forwarded to the registrar prior to the end of the semester so that the discontinuance letter is mailed to the student prior to the start of the next semester. For those programs with a spring semester, the same practice should be followed prior to the end of both the winter and spring semesters.*

**2. Non-Academic Discontinuance**

See the policy and procedure for violation of the Student Code of Conduct.

The registrar:

- forwards an official letter of discontinuance and any other relevant correspondence to the student, and a copy to the chair.

**References:**

Academic Dispute Resolution and Appeal Policy and Procedure  
 Student Code of Conduct Policy and Procedure  
 Violation of Academic Integrity Policy and Procedure

**Revision Log:**

<b>Revision Date</b>	<b>Summary of Changes</b>
2007-05-15	Revision of the ISO Procedure on Discontinuance
2007-06-19	Content/language revisions as approved at Academic Forum
2007-06-25	Academic Forum - Approved
2007-07-16	Policies and Procedures Task Force - Validated
2007-09-05	Academic Coordinating Committee - Approved

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<sup>i</sup> Academic team includes heads of schools, program heads, program co-ordinators and faculty<sup>ii</sup> members who are responsible for the academic content.

<sup>ii</sup> Faculty are person/s responsible for the teaching/learning process. This includes Technologists who, under the direction of faculty, perform specific functions related to the academic process.