

## **DISCONTINUANCE PROCEDURE**

Authorizer: Vice-President Academic/Student Affairs & Human Resources

Version: V2

Effective Date: 9/1/2007

### **PROCEDURE STATEMENT:**

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

- failure to meet specified academic program/course standards
- violation of the Academic Offences Policy & Procedure
- violation of the Student Rights and Responsibilities Policy & Procedure

Discontinuance based on academic failures, will normally occur at the end of an academic year or semester as determined by the program. Discontinuance for violations of College policy and practice (e.g. Student Rights and Responsibilities, Academic Offences, 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:**

#### **ACADEMIC DISCONTINUANCE:**

Students who fail to meet the specified academic standards of their program will be discontinued.

1. Academic teams will make discontinuance decisions following the established program standards and will:
  - a. Communicate the discontinuance decision to the student prior to the start of the next semester.
    - i. Notification of student discontinuances at the end of the fall semester should be forwarded to the Registrar's Office prior to the college closure so that the discontinuance notice may be sent to the student prior to the start of the next semester.
  - b. Forward the names of the discontinued students to the appropriate student records officer and co-op advisor if applicable.
2. Student Records Officer will send official letter of Discontinuance to students and any other relevant correspondence to student.

**NOTE:** Students required to withdraw due to a violation under the Academic Offences Policy will be notified by the Dean/Executive Dean of their program.

**NON-ACADEMIC DISCONTINUANCE:**

A student may be discontinued for behavior that is in violation of the Student Rights and Responsibilities Procedure.

1. The Associate Vice President Student Affairs may make a recommendation to the program Dean/Executive Dean to discontinue/withdraw the student, which may include: immediate withdrawal from all courses in which the student is enrolled, prohibiting participation in any College activities, and/or being on College property as result of a violation.
2. The penalty will result in failing (F) grades for the semester in which the student is currently registered.
  - a. No fees will be refunded for that semester. At the time of the discontinuance/withdrawal the duration will be determined by the program Dean/Executive Dean (or designate) with a minimum duration of one semester.
  - b. The College accepts no liability for any financial consequences that arise as a result of the discontinuance.
  - c. The decision will be reflected on the student's academic record as well as on the Student Rights and Responsibilities database.
3. The program Dean/Executive Dean and/or Associate Vice President Student Affairs (or designate) will determine the terms for readmission. The terms communicated verbally and in writing to the student must include the required conditions and timelines that permit the student to apply for readmission after the period of discontinuance. The student will be required to meet with the Associate Vice President Student Affairs (or designate) prior to readmission to determine if all conditions have been met and communicate expectations for their return.
  - a. A Behaviour Contract will be issued. The Associate Vice President Student Affairs will confer with the program Dean/Executive Dean (or designate) and the Director of Security Services as appropriate, and a decision will be rendered regarding the application of this outcome.
4. As a discontinuance outcome impacts the student's academic status, the student may submit a request to appeal based on the requirements outlined in the Academic Dispute Resolution and Appeal Procedure.

**REFERENCES:**

Academic Advancement and Achievement Policy  
Academic Dispute Resolution and Appeal Policy and Procedure  
Student Rights and Responsibilities Policy and Procedure  
Academic Offences Policy and Procedure

**REVISION LOG:**

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
2007 07 16	Policies and Procedures Task Force
2007 09 05	Academic Coordinating Committee
2019 09 11	Academic Forum