

# Student Required to Withdraw Policy

<b>Purpose</b>	To provide procedures for instructors and department heads who require a student to withdraw from a course or program for failing to meet established requirements.
<b>Policy</b>	The College will require students to withdraw from a program or course when they do not maintain established progress or attendance standards. This action will only be undertaken after appropriate remedial assistance has been attempted and documented.
<b>Applies to</b>	All VCC students.
<b>Procedures</b>	<ol style="list-style-type: none"><li>1. At the beginning of each course or program, the instructor will give students a written course outline. The outline will set out expectations and requirements, including attendance. The outline will also include grade appeal procedures.</li><li>2. The instructor will periodically evaluate performance and attendance and inform students of their progress.</li><li>3. If students require remedial assistance, the instructor will make appropriate referrals to college services. The onus is on the student to follow through with the referral.</li><li>4. Instructors will document action taken to assist students with meeting program or course requirements.</li><li>5. Instructors will notify the student <i>when possible</i> and the department head of any student who is required to withdraw, identifying reasons and remedial action taken. The department head will notify the Registrar's Office in writing stating the reasons.</li></ol>

6. The Registrar's Office will notify the student, in writing, stating the reasons their registration has been terminated. The Grade RW (required to withdraw) will be recorded on the student's official transcript.
7. Normally students who receive two (2) Required Withdrawals may not re-register at the College within a one year period. In unusual circumstances the Dean may approve exceptions.
8. Students can appeal the Required Withdrawal under the VCC Grade Appeal Policy.

## **Replaces**

Policies 2.2.07 Attendance and Absenteeism, 2.2.0.8 Student Discontinuance for Failure to Meet Program Criteria, and 2.4.4.2 Student Discontinuance for Failure to Meet Program Criteria.

**1. Policy Sponsor:** Registrar

**2. Approvals:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date:**