

## WITHDRAWAL & DISMISSAL POLICIES

**Date Policy Written or Last Modified:** December 2024

**Position(s) Responsible for Administering this Policy:** VP Admissions

Students may exit their program by way of voluntary withdrawal or may be dismissed due to various reasons. In either case, this means that the student would not continue their studies with their current cohort and may apply for re-entry into a future cohort. Please refer to the *Re-Entry Policy* for more information.

Any courses in progress at the time of withdrawal or dismissal must be fully repeated upon successful re-entry.

Student email and Moodle accounts will be deactivated upon withdrawal or dismissal and re-activated upon re-entry.

### Withdrawal

If you are not able or do not wish to continue your studies, you must provide your intention to withdraw in writing to your Student Success Coordinator. If your withdrawal is due to medical reasons, you will be asked to provide a physician's letter so that it may be processed as a Medical Withdrawal.

Upon withdrawal from your program, you will receive a Letter of Withdrawal via email. This letter will include a course completion summary, financial information, and next steps to apply for re-entry, if applicable.

Withdrawals cannot be processed if your written intention has not been received, and you may be subject to the *Dismissal* policy if you stop participating in your program.

### Final Withdrawal

If you are not able or do not wish to continue your studies, the same process as above is applicable. If you withdraw from your program after you have already re-entered once, you will not be eligible for re-entry again and you will receive a Letter of Final Withdrawal. If you wish to continue your studies at Stenberg College, you will be required to wait a minimum of six (6) months to reflect and consider your options prior to seeking readmission to a Stenberg College program. You can then meet with a Program Advisor to initiate the program admissions process and commence from the beginning of the program, as a new student.

### Dismissal

Stenberg College expects students to adhere to professional standards of conduct and to comply with all policies and procedures outlined in the Student Handbook. Accordingly, you may be dismissed (expelled) from your program for any of the following reasons:

- Demonstration of behaviour deemed unacceptable by the College, as defined in the *General Conduct Policies* and *Human Rights Policies*. This also includes the creation of a negative or unprofessional environment during theory, labs or practice education experiences that adversely affects learning or risks the health and safety of others.



- Clear evidence of being under the influence of alcohol, any illicit drugs or other substances causing impairment or safety to practice concerns during theory, labs or practice education experiences.
- Clear evidence of Academic Misconduct.
- Criminal conviction while taking the program.
- Inability to meet program attendance requirements.
- Inability to meet program academic requirements.
- Inability to meet Practice Education pre-placement requirements by the communicated due date
- Practice Education placement is terminated by the host site during the scheduled clinical, practicum or Cooperative Work Experience.
- Inability to comply with the terms outlined in a Letter of Expectation or Probation.
- Inability to meet program tuition and supply obligations.
- Inability to meet program graduation requirements.

If you are dismissed from your program, you will receive a Letter of Dismissal via email. This letter will include the reason for your dismissal, a course completion summary, financial information, and next steps to apply for re-entry, if applicable.

### **Final Dismissal**

If you are dismissed from your program after you have already re-entered once, you will not be eligible for re-entry again and you will receive a Letter of Final Dismissal. If you wish to continue your studies at Stenberg College, you will be required to wait a minimum of six (6) months to reflect and consider your options prior to seeking readmission to a Stenberg College program. You can then meet with a Program Advisor to initiate the program admissions process and commence from the beginning of the program, as a new student.

### **Practicum Remediation Policy**

There may be situations when the seriousness of the student's practice challenges precludes the use of a student success plan. When a host site observes actions that violate professional and/or ethical conduct, the host site has the right to terminate the placement without notice. This may justify immediate dismissal from the practice education experience and program.