

R3.21 – Student Withdrawal



Approval Body:	Academic Council
Approval Date:	May 2015
Amendment Date:	July 2025
Next Review Date:	July 2026
Supporting Documents:	
Related Policy:	R3.13 Re-Entry R3.22 Transcripts R3.24 Tuition and Refunds

Purpose

The purpose of the Student Withdrawal policy is to ensure compliance with attendance, academic, and conduct requirements, with clear communication of withdrawal rules and procedures, and transparent handling of re-entry, fees, and transcript implications.

Definitions

Withdrawal

The formal process through which a student discontinues their enrollment in a course or program prior to its completion. Withdrawals may be initiated by the student or required by the institution and can occur for academic, non-academic, or extenuating personal reasons. Depending on the timing and circumstances, a withdrawal may or may not affect the student's academic record or grade point average, in accordance with institutional policy.

Principles

- Stenberg College will proactively identify and assist a student with difficulties to prevent their withdrawal from a course or program.
- A student will be required to withdraw from their program if they fail to meet attendance requirements, fail to meet minimum academic or CGPA performance requirements, have violated the *A4.5 Code of Student Conduct* policy or repeatedly violated any other Stenberg College policy.
- Stenberg College reserves the right to withdraw a student from a program at any time.
- Stenberg clearly communicates to students and prospective students the rules and procedures for submitting and obtaining withdrawals, and the ramifications for refunds and transcripts.
- Notice of a student's intention to withdraw must be submitted in writing to Student Services. If a student wishes to enter a program after they have withdrawn, it will be on the basis of seat availability and cannot be guaranteed. Re-entry fees will apply.