

## **DISCONTINUANCE PROCEDURE**

**Approving Authority:** Academic Coordinating Committee

**Policy Lead:** Vice President, Academic Administration

**Administrative Contact:** Registrar

**Defining Policy:** Academic Advancement and Achievement Policy

**Effective Date:** 09/01/2007

**Revision Date:** 09/01/2024

### **PROCEDURE STATEMENT:**

Conestoga College has documented standards, which define the academic performance required for a student to progress through their program as well as documented behavioural and ethical standards to remain registered in the college. When a student does not uphold these standards, Conestoga may involuntarily withdraw the student by discontinuing them from their Program of Study or the college.

This procedure defines how students may be discontinued.

### **DEFINITIONS:**

#### **Academic Decision**

Any decision made that affects a student's academic record and/or academic standing at the College (e.g., grading, academic integrity violations, advancement and achievement, etc.)

#### **Academic Standing**

A measure of a student's academic achievement relative to their program requirements that determines their eligibility to be admitted to and/or proceed in their academic program and to qualify for graduation.

#### **Academic Team**

Includes the Deans, Chairs, Program Coordinators, and Faculty who are responsible for academic content and delivery.

#### **Discontinuance**

The involuntary withdrawal of a student from a Program of Study for academic or non-academic reasons.

**Discontinuance Period**

The length of time that a student is involuntarily withdrawn from a Program of Study or the College prior to being eligible to apply for readmission. This can be for one term or longer.

**Program of Study**

An academic program that leads to issuance of a post-secondary credential or certificate for a particular area of study.

**Progression Requirements**

The minimum requirements to advance from one semester to the next in their Program of Study indicated in the Academic Advancement and Achievement Policy.

**Term**

The period of delivery for a particular level of a program (e.g., Fall, Winter, Spring)

**RESPONSIBILITIES:****Academic Team**

- Determine Academic Discontinuance Decisions
- Consults with various groups, where necessary, on options for supporting the student with future planning once a decision has been made.

**Dean/Executive Dean**

- Determine and communicate Discontinuance decisions related to policy violations.
- Consult with the Registrar's Office to determine conditions of readmission related to Academic Integrity violations, as required.
- Consult with the Office of Student Success to determine conditions of readmission related to Student Rights and Responsibilities violations, as required.

**Office of Student Success**

- Determine and communicate Discontinuance decisions and readmission conditions related to violations of the Student Rights and Responsibilities Policy and/or Procedure to all stakeholders.
- Support students in finding new options, goals and pathways after being discontinued for violations of the Students Rights and Responsibilities Policy.

**Registrar's Office**

- Send official discontinuance communications to student.
- Update student transcripts to reflect discontinuance decisions.
- Manage appeal process.
- Administer the readmission procedure.

## **PROCEDURE:**

1. A student may be discontinued from a program or the College for two distinct reasons:
  - 1.1. **Academic Discontinuance:** Failure to meet the specified academic Progression Requirements of their program.
  - 1.2. **Policy Violation Discontinuance:** Violations of College policy and/or procedure, such as but not limited to:
    - 1.2.1. Student Rights and Responsibilities Policy and Procedure
    - 1.2.2. Academic Integrity Policy and Procedure
  
2. **Academic Discontinuance Process**
  - 2.1. Academic Teams will make Academic Discontinuance decisions at the end of the term, following the established policy and procedure, and will:
    - 2.1.1. Issue initial communication to the student of the Discontinuance decision prior to the start of the next semester including information on how to access support.
    - 2.1.2. Forward the names of the discontinued students to the Registrar's Office and Office of Co-operative Education, if applicable.
      - 2.1.2.1. Typically, notification of student discontinuances will occur within 3 business days after grades are due.
  - 2.2. The Registrar's Office will send the official letter of Discontinuance and any other relevant correspondence to the student.
  - 2.3. The decision will be reflected on the student's academic record ("Discontinued" will be stated on the transcript.)
  - 2.4. Students who are subject to Academic Discontinuance may be eligible for readmission. Conditions for readmission are outlined in the Readmission Procedure.
  
3. **Policy Violation Discontinuance Process**
  - 3.1. Policy Violation Discontinuance may occur at any time during the academic year.
  - 3.2. Policy Violation Discontinuance decisions will be communicated to the student as follows:
    - 3.2.1. In the case of discontinuance due to violation of the Academic Integrity Policy and/or Procedure, communication will be made by the Dean/Executive Dean.
    - 3.2.2. In the case of discontinuance due to violation of the Student Rights and Responsibilities Policy, communication will be made by the Office of Student Success.
    - 3.2.3. In all cases of Policy Violation Discontinuance, communication is shared with the Registrar's Office.
  - 3.3. Policy Violation Discontinuance will typically result in failing grades for the semester in which the student is currently registered.
    - 3.3.1. The final grade for any course that a student is registered in a semester where they are discontinued for a Policy Violation will be denoted by a "Y" on the transcript, signifying "Discontinued by the College."

- 3.4. No fees will be refunded for that semester. At the time of the discontinuance, the Discontinuance Period will be determined in accordance with the relevant policy and procedures that recommend Discontinuance as an outcome. (see **Appendix A: Discontinuance Periods**)
  - 3.5. The College accepts no liability for any financial consequences arising from the Discontinuance.
  - 3.6. The decision will be reflected in the student’s academic record.
    - 3.6.1. In the case of Discontinuance for violations of the Academic Integrity Policy, the decision will also be filed in the Academic Integrity database.
    - 3.6.2. In the case of Discontinuance for violations of the Student Rights and Responsibilities Policy, the decision will also be filed in the Student Rights and Responsibilities database.
  - 3.7. The decision-maker about Discontinuance will determine the terms for readmission, if any.
    - 3.7.1. Conditions for readmission to the college after the Discontinuance Period must be communicated to the student in writing.
  - 3.8. In cases where the penalty applied for a discontinuance is permanent expulsion from the college, the student will not be readmitted to any program.
4. A student may submit a request to appeal a Discontinuance decision based on the requirements outlined in the Academic Appeal Procedure.

**RELEVANT LEGISLATION AND RELATED DOCUMENTS:**

- Academic Advancement and Achievement Policy
- Academic Appeal Policy and Procedure
- Academic Integrity Policy and Procedure
- Grading Procedure
- Readmission Procedure
- Student Rights and Responsibilities 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
2024 06 12	Academic Forum
2024 06 19	Academic Coordinating Committee

## APPENDIX A: DISCONTINUANCE PERIOD

Owner: Vice President, Academic Administration  
 Version: V1  
 Effective Date: 09/01/2024

<b>Discontinuance Type</b>	<b>Discontinuance Period</b>	<b>Considerations</b>
Academic Discontinuance	Minimum 1 term	A student may be eligible for admission to another program if they have been discontinued for an academic reason
Policy Violation Discontinuance - Academic Integrity Policy	Minimum 1 year	Duration of the Discontinuance Period is relative to the severity of the Academic Integrity Violation
Policy Violation Discontinuance – Student Rights and Responsibilities Policy	1 year to Permanent Expulsion from the College	Duration of the Discontinuance Period is relative to the severity of the – Student Rights and Responsibilities Policy Violation

### RELEVANT LEGISLATION AND RELATED DOCUMENTS:

Academic Integrity Policy and Procedure  
 Readmission Procedure  
 Student Rights and Responsibilities Policy and Procedure

### REVISION LOG:

2024 06 12 Academic Forum  
 2024 06 19 Academic Coordinating Committee