
5.9.1 – Student Discontinuation Policy

Section:	Academic	Approved:	August 1, 2023
Subject:	Student Discontinuation	Reviewed:	September 1, 2025
Policy:	5.9.1	Revised:	September 1, 2025
Policy Owner:	Directors – Academic	Next Review:	September 1, 2026
Approval Authority:	President and CEO		

Policy Statement

This policy outlines the procedures for students who voluntarily withdraw or who are required to discontinue enrollment at Carlton Trail College.

Purpose

Carlton Trail College understands that adult learners may have life circumstances that may impact their ability to learn. The College provides support services to students to address these situations. However, there are times in which students may be required to leave a program prior to completion.

The purpose of this policy is to provide a structured process for students to follow when they voluntarily withdraw or are required to discontinue from their academic program. It also aims to ensure fairness, transparency, and consistency in handling student discontinuation situations.

Scope

This policy applies to all students enrolled in any program at Carlton Trail College. It covers situations where a student

- voluntarily withdraws from their program, or
- is required to discontinue enrollment due to academic performance, attendance, or other program-related reasons.

The policy ensures that all discontinuation decisions and processes are applied consistently and equitably across the College.