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## 5.9.1 – Student Discontinuation Policy

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

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### 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.

## 5.9.1 (a) – Student Discontinuation Procedure

<b>Section:</b>	Academic	<b>Approved:</b>	August 1, 2023
<b>Subject:</b>	Student Discontinuation	<b>Reviewed:</b>	September 1, 2025
<b>Procedure:</b>	5.9.1 (a)	<b>Revised:</b>	September 1, 2025
<b>Procedure Owner:</b>	Directors – Academic	<b>Next Review:</b>	September 1, 2026
<b>Approval Authority:</b>	President and CEO		

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### Procedure

1. A student may be required to discontinue if
  - a. the student has been absent five consecutive instructional days without contact Carlton Trail College;
  - b. the student has been absent for 10 instructional days or more during a month, even if contact is made with Carlton Trail College;
  - c. the student has attended classes in an intoxicated state or is carrying illicit drugs, marijuana, alcohol, or weaponry into the classroom or surrounding area of the College facility;
  - d. the credit-granting institute's attendance policy is breached;
  - e. failure to pay tuition by stated deadlines;
  - f. the student conducts an act of violence or harassment; and/or
  - g. the student breaches *5.6.4 Student Code of Conduct (Academic) Policy* or *5.6.4 Student Code of Conduct (Non-Academic) Policy*.
2. Students who voluntarily withdraw or who are discontinued from their program must complete and submit the appropriate forms to Carlton Trail College, as requested.
3. Students who voluntarily withdraw or who are discontinued will be notified, in writing, with confirmation of withdrawal or reason for discontinuation and any recommendations or requirements for possible re-admission to a College program.
4. Discontinued students may appeal their discontinuation. The appeal process is as follows:

#### Step 1: Submit a Written Appeal

If the issue is not resolved, discuss it with program staff and submit a written appeal within 14 calendar days of receiving the warning or disciplinary action. The appeal must be signed and submitted to the Program Manager.

#### Step 2: Program Manager Review

The Program Manager will review and investigate the appeal within 10 calendar days and provide a written decision.

#### Step 3: Appeal to Director

If you are not satisfied with the decision, you may appeal in writing to the Business and Skills Training Director within 14 calendar days of receiving the Program Manager's decision. The Director will respond within 10

calendar days and notify you and the College President and CEO.

## **Step 4: Final Appeal**

If the concern remains unresolved, you may request a meeting with the President and CEO. If the President and CEO does not support the appeal, you may then request to present your case to the Board of Directors and the President at an in-camera session during a regular Board meeting.

If you are required to discontinue, re-admission is at the discretion of the Program Manager and the decision may not be appealed.

## **Links to Other Related Documents**

Carlton Trail College

[6.16 Student Code of Conduct \(Academic\)](#)

[6.17 Student Code of Conduct \(Non-Academic\)](#)

[6.18 Student Dispute Resolution and Appeal Process](#)

Saskatchewan Polytechnic

<http://saskpolytech.ca/about/aboutus/documents/procedures/gradeappealprocedures1207.pdf>