



POLICY STATEMENT

Northlands College recognizes that adults have multiple life situations that may affect their learning and continued participation in a program. The College provides support services to help students address these situations; however, in some cases, a voluntary or required program exit may occur. Northlands College is committed to a fair, transparent, and student-centred approach to program exit decisions, ensuring that all reasonable supports, due process, and equitable considerations are applied before any final determination.

PURPOSE

The purpose of this policy is to establish a fair, transparent, and consistent framework for voluntary and required program exit decisions. It is intended to help students and members of the College community understand the circumstances that may lead to a program exit, the procedures that will be followed, the implications of a program exit, and the rights and responsibilities of students.

GUIDING PRINCIPLES

1. **Fair, Transparent, and Student-Centred:** Northlands College is committed to a fair, transparent, and student-centered approach to program exit decisions. Students will be informed of the concerns that may lead to a program exit, the steps involved in the program exit procedure the supports available, and their rights and responsibilities under the Program Exit Policy.
2. **Respect and Confidentiality:** Northlands College will treat all students with respect and dignity throughout any review and program exit procedure. Information will be handled confidentially and shared only with those who need it to support a fair, transparent, and student-centered procedure consistent with applicable privacy requirements.
3. **Equity and Accessibility:** Program exit decisions will apply equitable considerations and take accessibility needs into account. Decisions will be evidence-informed, documented, and applied consistently, with an opportunity for the student to be heard, and with all reasonable supports and due process applied prior to any final determination.

SCOPE

This policy applies to all students enrolled in Northlands College programs and courses, including credit and non-credit offerings, where a voluntary or required program exit may occur. It applies to program exit decisions arising from academic participation, conduct, attendance, or other circumstances addressed under this policy, whether learning takes place in person, remotely, or virtually. For students enrolled in programs where Northlands College is not the Credit-Granting Institution, the policies and procedures of the Credit-Granting Institution may apply. If those policies and procedures apply and there is a conflict, they take precedence over this policy.

DEFINITIONS

Appeal Process: A formal process that a student may request at the time of a program exit. The appeal process is defined in the Appeal Policy.



Business Days: Monday to Friday, excluding statutory or College holidays.

Credit-Granting Institution: The external institution or organization responsible for awarding academic credit or credentials.

Fit for Learning: Means having the functional readiness to participate safely, respectfully, and effectively in learning activities. Functional readiness focuses on a student's observable ability to engage in learning without posing a safety risk to themselves or others or significantly disrupting the learning environment.

Gross Misconduct: Behaviour that constitutes gross misconduct as defined in the applicable College conduct policies and related procedures.

Misconduct (non-academic): Behaviour that affects, or may affect, the safety, wellbeing, rights, property, or orderly functioning of the College community. This includes harassment, discrimination, violence, threats, intimidation, substance use, damage to property, or other serious misconduct. Non-Academic Misconduct may occur outside instructional settings or within a classroom, lab, practicum, online learning environment, or other College activity. Where conduct in a learning environment involves significant safety concerns or serious violations of college standards, it will ordinarily be addressed as Non-Academic Misconduct.

Student: A person enrolled or attending studies at Northlands College in credit or non-credit courses.

POLICY ELEMENTS

1. Required Program Exit (College-initiated): A student may be required to exit a program when circumstances addressed under this policy make continued participation unsuitable or not permitted, including where:
 - i) The student fails to meet expectations related to behaviour, academic participation, or accountability, as governed through institutional procedures addressing conduct, fit for learning, attendance, and academic appeals.
 - ii) The student does not comply with agreed-upon requirements, conditions, or corrective measures established under applicable College or Credit-Granting Institution policies or procedures.
 - i) The student breaches an applicable policy or procedure of the College or a Credit-Granting Institution.
2. Voluntary Program Exit: A student may choose to leave or withdraw from a program
 - i) Adult Education: A student may voluntarily exit Adult Education programming without additional academic or admissions penalties, provided a required program exit (College-initiated) procedure has not already been initiated.
 - ii) Post-secondary: A student who voluntarily exits a post-secondary program may be subject to academic and/or financial implications in accordance with Northlands College policy and/or the policies of the credit-granting institution.



3. Students who exit a program, whether through a voluntary or required program exit, will be notified in writing. The notice will include the effective date of the program exit (the student's last day of attendance) and, where applicable, the reason for the exit.

To allow the College to complete the required steps under applicable policies and procedures, the notice may be issued after the effective date. As a result, there may be a delay between the student's last day of attendance and the date the notice is issued.

4. Upon exiting a program, students must complete all required forms and return all College-issued materials and supplies as directed. Students may be invoiced for the replacement cost of any items not returned.
5. Students who are required to exit a program are not eligible to apply to any Northlands College program for the remainder of the current academic year. They may reapply in the following academic year, unless otherwise not permitted by the College under this policy.
6. Despite the above, a student may be considered for reapplication within the current academic year if the student demonstrates, to the satisfaction of the College, that the issues or circumstances leading to the required program exit have been adequately addressed.
7. In cases of Misconduct (non-academic) Northlands College reserves the right to restrict a student's eligibility for readmission for a period of up to five years.
8. All program exits are subject to the applicable deadlines of the credit-granting institution.
9. Students may appeal any decision made in relation to this policy through the Student Appeals Policy (Policy 304).

RELATED POLICIES

- Student Code of Conduct (Policy 404)
- Student Attendance (Policy 305)
- Student Academic Appeals (Policy 304)
- Student Fit for Learning (Policy 414)

AUTHORITY

Authority for the implementation, interpretation, and enforcement of this Policy Development and Review Policy is vested in the Office of the President and CEO of Northlands College.

Policy Originated: June 17, 2023 (Formerly Learner Discontinuation)	Approved by: Board of Governors
Last Approval Date: June 13, 2026	Approval Motion Number: 06-13-26-3123
Accountable Officer: VP responsible for Academic programs	Responsible Officer: Program Coordinators and Out-of-Scope Administrators