



Northlands College Policy Learner Discontinuation

POLICY STATEMENT

Northlands College recognizes that adults have multiple life situations that impact their learning. The College provides support services to learners in addressing these situations; however, in some cases, learners may be required to leave the program before completion.

PURPOSE

The purpose of this policy is to outline the processes and implications for learner discontinuation at Northlands College, whether voluntary or enforced. It seeks to ensure a fair and consistent approach to cases of learner discontinuation and to clarify the rights and responsibilities of learners.

GUIDING PRINCIPLES

1. **Transparency:** Northlands College is committed to ensuring that all processes related to learner discontinuation are clear, fair, and transparent. All learners should understand the potential implications of their actions and be aware of their rights and responsibilities under this policy.
2. **Support:** Northlands College acknowledges the diverse life situations impacting our learners. We are dedicated to providing support services to learners and actively engaging them in finding solutions to their difficulties before considering discontinuation.
3. **Respect:** All learners are expected to maintain the standards outlined in the Community Code of Conduct. Northlands College will hold learners accountable for any violations while treating them with respect and dignity.

SCOPE

This policy applies to all learners currently enrolled in any program offered by Northlands College, regardless of the mode of study. The policy also extends to any individual who may seek readmission to the College after being discontinued, whether due to voluntary withdrawal or violations of the Community Code of Conduct.

POLICY

1. A learner may be discontinued if:
 - a. They do not meet the agreed-upon requirements of the Learner Review Process (for academic and non-academic issues);
 - b. The credit-granting institute's attendance policy is breached, and appropriate corrective measures are not undertaken; or,



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- c. The learner violates The Community Code of Conduct Policy #410, and the Learner Review Process is abandoned due to the severity of the situation.
2. As requested, learners who voluntarily withdraw from their program must complete and submit the appropriate forms to Northlands College.
3. Learners who voluntarily withdraw or who are discontinued will be notified, in writing, with confirmation of withdrawal or reason for discontinuation, as well as any recommendations or requirements for possible readmission to a Northlands College program.
4. Discontinued learners may appeal their discontinuation.
 - a. The appeal process is defined by the associated Learner Appeal Process as maintained by the Office of the Vice President, Learning and will be provided in communication with the learner when discontinued.
5. Learners who are discontinued from a program cannot be re-admitted to Northlands College programming for one full academic year.
 - a. If a learner is discontinued for reasons that require outside intervention and wishes to be re-admitted within one year of discontinuation, documentation will be required to verify follow-through.
 - b. In severe cases, Northlands College reserves the right to extend the period of re-admittance beyond one year.

In such cases, the length of time before re-admittance will be approved by the Vice-President, Learning.

DEFINITIONS

Discontinued

The learner must discontinue from a program due to violations of The Academic, Personal, and Professional Code of Conduct.

Voluntary Withdrawal

A learner requests to withdraw from a program.

Learner Review Process

The Learner Review Process is designed to help learners improve in areas which are in violation of the Policy. The process includes the learner in defining the problems and determining possible solutions, and is progressive in nature, with the final step being discontinuation if the problem is not remedied.



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Appeal Process

A formal process that a learner can request at the time of discontinuation. The Appeal Committee reviews the decision of discontinuation on the grounds of new evidence or procedural irregularities and chooses whether to overturn the discontinuation. The appeal process is defined in the Appeal Process document.

AUTHORITY

1. Authority for the implementation, interpretation, and enforcement of this Learner Discontinuation Policy #404 is vested in the Office of the Vice-President, Learning.

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