



Procedure

Procedure Name	<i>Cancellation and Withdrawal Procedure</i>		
Procedure #	AD 2.7	Parent Policy	Academic Progression Policy
Policy Owner	Vice-President Academic	Effective Date	July 1, 2023
Procedure Owner	AVP Student Progression & Registrar	Next Review Date	July 1, 2028
Approved by	AVP Student Progression & Registrar	Approval Date	June 27, 2023

1.0 Purpose/ Background

Withdrawal and cancellation deadlines are established to support a student's ability to make informed decisions about scheduling and academic planning. This procedure outlines the criteria and processes for administering cancellations and withdrawals from a NAIT course or program. The procedure applies to all students enrolled in a NAIT degree, diploma, certificate, apprenticeship or non-credit course or program.

2.0 Definitions

Term	Definition
Drop	To unenroll from a class by the drop deadline of that class section.
Withdraw	To unenroll from a class after the drop deadline but before the withdrawal deadline of that class section.
Academic Penalty	The penalty that a student receives when they fail to withdraw from a class by the withdrawal deadline. Most often, this penalty is a grade of 0 for the class that the student was enrolled in.
Immediate family	Immediate family include the student's spouse or common-law partner; the student's parents and their spouse or common-law partner; the student's child(ren) and the child(ren) of the student's spouse or common-law partner; student's grandchild(ren); the student's siblings; the student's grandparents; the parents of the student's spouse or common-law partner and their spouse or common-law partner; and any relative of the student who resides permanently with the student or with whom the student permanently resides.
Good Standing	A status assigned to a student who has met the minimum term grade point average.

3.0 Procedures

3.1 General Procedures

- 3.1.1 A student who no longer wishes to attend a NAIT course or program must inform NAIT of their intention in writing. Failure to attend classes does not serve as adequate notice.

- 3.1.2 A student may drop or withdraw from their classes prior to the withdrawal deadline of each class without any academic penalty.
- 3.1.3 Program areas are accountable for communicating the impacts of the withdrawal to the student and the conditions for a student's eligibility to resume their study.
- 3.1.4 Students are responsible to ensure that they understand the impacts of the withdrawal and the conditions for their eligibility to resume study.

3.2 Course Drop & Withdrawal

For courses that are part of a credit Certificate, Diploma, Degree, or Academic Upgrading program

- 3.2.1 A student may withdraw from one or more classes at any time before final grades have been assigned
- 3.2.2 For withdrawals that are completed before 12% of a class has elapsed (measured from the first to last scheduled dates) a grade will not be shown on the student's official transcript
- 3.2.3 For withdrawals that are completed after 12% of a class has elapsed but before 75% has elapsed a grade of W will be assigned. The grade of W does not impact a student's GPA.
- 3.2.4 For withdrawals that are requested after 75% of a class has elapsed a grade of WF will be assigned. The grade of WF has a grade point of 0 and is counted toward the student's GPA.
- 3.2.5 The [Refunds website](#) provides details on eligibility and refund timelines for each type of course.
- 3.2.6 The MyNAIT Portal provides details on the steps required to withdraw from a class.

For apprenticeship courses

- 3.2.7 A student may drop from their class through the MyTradeSecrets portal prior to the first day of classes.
- 3.2.8 A student must inform the program chair or designate in writing if they wish to withdraw from an apprentice course on or after the first day of classes.
- 3.2.9 The [Refunds website](#) provides details on eligibility and refund timelines for each type of course.

For non-credit courses (includes Continuing Education and ESL courses)

- 3.2.10 A student may drop from their courses through the myNAIT portal up until the first day of class for each class. Classes dropped prior to the first day of class will not be shown on the student's official transcript. If the class is dropped on or after the first day of classes, the student will receive a grade of W for that class.
- 3.2.11 The [Refunds website](#) provides details on eligibility and refund timelines for each type of course.

3.3 Program Cancellation & Withdrawal

For students enrolled in a credit Certificate, Diploma, Degree, or Academic Upgrading program

- 3.3.2 A student may cancel their acceptance into a program prior to the first day of classes of their first term in the program by using the Student Service Centre [contact form](#). The student must apply to the program should they wish to return to the program at a later date.
- 3.3.3 A student who wishes to withdraw from their program on or after the first day of classes of their first term must complete and submit a Program Withdrawal Form.
- 3.3.4 If the Program Withdrawal Form was received and the student is still enrolled in their classes, the student will be dropped or withdrawn from all of their classes in the program. The student may receive a grade of W or WF for those courses, according to the timeline outlined in section 3.2 Course Drop & Withdrawal.
- 3.3.5 If the student was in good standing at the time of withdrawal and has successfully completed at least one term of study in the program they withdrew from, they may return to the program by submitting a Program Re-Admit Form within 12 months from the date of their withdrawal. Re-admission is dependent on the availability of the courses that the student needs.
- 3.3.6 If more than 12 months have passed since the date of withdrawal, the student must apply to the program and go through the admission process.
- 3.3.7 Please refer to the [Refunds website](#) for details on eligibility and refund timelines for each type of course.

For students enrolled in the ESL program

- 3.3.8 A student may defer their start date for the ESL program up to one month prior to the first day of classes by emailing esl@nait.ca.
- 3.3.9 Please refer to the [Refunds website](#) for details on eligibility and refund timelines for each type of course.

3.4 Compassionate Withdrawal

- 3.4.1 When extraordinary circumstances beyond the student's control prevents a student from following the drop or withdrawal timelines outlined in sections 3.2 and 3.3, a student may submit a Compassionate Withdrawal Form to request a withdrawal without academic penalty and a pro-rated refund.
- 3.4.2 Extraordinary circumstances may be incapacitating illness, death in the immediate family, or caring for an immediate family member with a critical illness.
- 3.4.3 The compassionate withdrawal must be approved by the registrar or designate. Their decision is final and cannot be appealed.

- 3.4.4 If the student was in good standing at the time of withdrawal and has successfully completed at least one term of study in the program they withdrew from, they may return to the program by submitting a Program Re-Admit Form within 12 months from the date of their withdrawal. Re-admission is dependent on the availability of the courses that the student needs.
- 3.4.5 Please refer to the [Refunds website](#) for details on eligibility and refund timelines for each type of course.

4.0 Exceptions to the Procedure

- 4.1** Exceptions to this procedure must be documented and formally approved by the Policy Lead.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

Application for Authorized Leave of Absence Form

Grades Procedure 2.2

Refunds Procedure (TBD)

Course Withdrawal Form

Program Withdrawal Form

Compassionate Withdrawal Form

Document History

<i>Date</i>	<i>Action/ Change</i>
December 7 2020	Updated Student Service Centre contract form. Correct referenced sections in 3.4.1.
July 1, 2023	Made changes to 3.2, 3.3.3