



Policy Number:	SP-022
Institute No.	4766
Approved By:	Board of Directors
Effective Date:	October 1, 2025
Next Review:	____ October 2028

Student Withdrawal Policy

1. Policy Statement

Guru Nanak Institute of Global Studies (GNI) is committed to maintaining academic integrity, student success, and procedural fairness in all academic matters. This policy establishes clear, transparent, and equitable procedures governing student withdrawal (voluntary or involuntary) from all academic programs.

The policy ensures that students are informed of their rights and responsibilities and that withdrawal decisions are administered in a fair, documented, and procedurally consistent manner aligned with PTIRU and Degree Quality Assessment Board (DQAB) expectations.

2. Purpose

The purpose of this policy is to:

1. Define procedures for voluntary and involuntary student withdrawal from academic programs.
2. Ensure decisions related to withdrawal are fair, evidence-based, and consistent with academic regulations.
3. Protect student rights through due process, documentation, and transparency.
4. Ensure institutional compliance with PTIRU and DQAB standards related to student progression, enrollment management, and governance.

3. Scope

This policy applies to:

- All students enrolled in GNI degree, diploma, and certificate programs.
- All modes of delivery (on-campus, hybrid, and online).
- All academic units and administrative offices involved in student registration and enrollment management.
- The BA (Major) in Sikh Studies program, which is subject to DQAB oversight.

4. Definitions

- **Voluntary Withdrawal:** A student-initiated decision to discontinue enrollment in a course or program.
- **Involuntary Withdrawal:** Institution-initiated removal of a student from a course or program for academic, administrative, financial, or regulatory reasons.
- **Program Lead:** The faculty member or administrator responsible for academic oversight of a specific program.

5. Voluntary Student Withdrawal

5.1 Withdrawal from Individual Courses

Students may withdraw from individual courses in accordance with published academic deadlines set out in the Academic Calendar.

- Withdrawals prior to the published deadline are recorded as “W” on the academic transcript and do not affect the student’s GPA.
- Withdrawals after the deadline may result in academic penalty unless exceptional circumstances are approved by the Vice-President, Academic.
- Students are encouraged to consult with academic advising prior to withdrawal to understand academic and financial implications.

5.2 Withdrawal from a Program

Students wishing to withdraw from a program must submit a written request to the Registrar.

Upon program withdrawal:

- Academic records are updated accordingly;
- Financial implications are governed by the applicable refund policy;
- International students are advised to consult with appropriate regulatory or immigration authorities, where applicable;
- Students are encouraged to participate in an exit consultation to support future academic planning.

Withdrawal is considered effective on the date written notice is received by the Registrar unless otherwise specified.

6. Involuntary Withdrawal

Involuntary withdrawal may occur under the following circumstances:

- Failure to meet registration, fee payment, or documentation requirements;
- Failure to maintain required enrollment status;

- Failure to comply with institutional administrative requirements after written notice;
- Regulatory, eligibility, or legal issues affecting program continuation;
- Extended non-attendance without communication.

Prior to involuntary withdrawal, the Institute will provide written notice outlining the concern and, where appropriate, provide an opportunity to resolve the matter within a specified timeframe.

Involuntary withdrawal decisions are:

- Communicated in writing;
- Accompanied by clear reasons;
- Documented in the student record.

7. Notification and Documentation

All withdrawal decisions are:

- Communicated to the student in writing;
- Recorded in the student's official academic record;
- Maintained in accordance with GNI's records retention and privacy policies;
- Processed in compliance with PTIRU and DQAB reporting requirements, where applicable.

8. Appeals

Students have the right to appeal an involuntary withdrawal decision in accordance with GNI's Student Appeals Policy.

- Appeals must be submitted in writing within the timelines specified in the Academic Calendar.
- Appeals are reviewed by an impartial body not involved in the original decision.
- Decisions of the appeal body are final in accordance with institutional governance procedures.

9. Roles and Responsibilities

Role	Responsibilities
Student	Submit withdrawal requests in writing and comply with institutional requirements
Program Lead	Provide academic advising and guidance related to withdrawal decisions
Registrar	Maintain records and administer withdrawal procedures
Vice-President, Academic	Ensure procedural fairness and policy compliance
Academic Council	Provide oversight of policy implementation and governance alignment

10. Review and Amendment

This policy is reviewed every three (3) years or earlier if required by changes to DQAB standards or institutional regulations.

Amendments require approval by the Academic Council and ratification by the Board of Directors.

11. Related Documents

- SP-018 Student Grading Policy and Procedures
- ADM-004 Institutional Quality Assurance Policy
- ADM-017 Academic Freedom & Integrity Policy
- SP-011 Student Conduct and Discipline
- SP-020 Student Appeals Policy
- Academic Calendar