



Student Withdrawal and Dismissal Policy

1. Policy Statement

The Institute is committed to maintaining academic and administrative policies that are fair, transparent, and clearly documented. This policy ensures that program requirements, duration, fees, and related conditions are communicated accurately and applied equitably, protects student rights, and supports institutional accountability and integrity through consistent implementation and regular review.

2. Policy Purpose

- a. The purpose of this policy is to define the conditions, procedures, and administrative responsibilities for course retakes and postponements at Guru Nanak Institute of Global Studies (GNI).
- b. This ensures that all students are treated consistently, that decisions are transparent and fair, and that students understand the academic and financial implications of retaking or deferring a course.
- c. The policy upholds GNI's commitment to student protection, academic integrity, and regulatory compliance under PTIRU and DQAB frameworks.

3. Course Retake Conditions

3.1 Retake Eligibility

- a. A student is required to retake a course if they:
 - i. Fail to meet the **minimum attendance requirement** as defined in the Attendance and Participation Policy; or
 - ii. Receive a **failing academic grade (below 50%)** or an **FD (Fail due to academic misconduct)**.
- b. Retaking a course allows students to demonstrate improved mastery of learning outcomes consistent with program standards.

3.2 Retake Limitations

- a. A course may be retaken only within the maximum allowable duration of the enrolled program, as approved by PTIRU.

- b. Students must submit a **Course Retake Request Form (Form CR-01)** to the SEA within five (5) business days of receiving the failing grade notification.
- c. The **Senior Education Administrator (SEA)** will review and issue a written decision within five (5) business days of receiving the request.
- d. Approval is subject to:
 - i. Course availability;
 - ii. Satisfactory academic standing; and
 - iii. Payment of the applicable **Course Retake Fee (currently C\$250 per course)**.
- e. GNI cannot guarantee that a specific course will be offered again within the same academic cycle.

3.3 Retake Limit

- a. Students may retake the same course a **maximum of two (2) times**.
- b. Failure to pass after the second retake may result in program dismissal or mandatory academic advising for re-enrollment in a subsequent cohort.

3.4 Exceeding Program Duration

- a. If a course retake extends the student's program beyond the approved PTIRU duration, the student may be required to:
 - i. Pay a Contract Extension Fee (currently C\$100); or
 - ii. Re-register in the next program cohort, subject to seat availability.
- b. In cases where extension is not feasible, the SEA may recommend academic withdrawal and issuance of a partial transcript showing completed courses.

4. Course Postponement Guidelines

4.1 Notification and Request

- a. GNI will issue an email notification to enrolled students before each course begins.
- b. Students who wish to postpone enrollment in a course must submit a written request within three (3) business days of receiving the course start notification.
- c. Requests must include a clear reason (e.g., medical, personal, or financial). Supporting documentation may be required.

4.2 Approval Process

- a. Postponement requests are reviewed by the **Senior Education Administrator (SEA)** or, in their absence, the **President/CEO**.
- b. A decision will be communicated to the student in writing within five (5) business days of the request.
- c. Approval depends on:
 - i. Course sequencing and prerequisites;
 - ii. Impact on program completion timelines; and
 - iii. Compliance with PTIRU's maximum program duration standards.

4.3 Duration and Fees

- a. Students may only postpone a course if the revised schedule remains within the total maximum duration of the program.
- b. If postponement results in exceeding the approved duration, the student must:
 - i. Pay the **Contract Extension Fee (C\$100)**; and
 - ii. Re-register for the program or next available intake, subject to availability.
- c. No additional tuition will be charged for postponed courses, but administrative and extension fees apply as published in the **Miscellaneous Student Fees Policy (SP-008)**.

4.4 Academic Planning and Advising

- a. Students are encouraged to meet with the **SEA or Program Chair** before postponing any course to understand its impact on:
 - i. Prerequisite fulfillment;
 - ii. Practicum or co-op eligibility; and
 - iii. Graduation timelines.
- b. Postponing a foundational or sequential course may delay program completion by one or more semesters.

5. Financial Transparency and Fees

- a. All fees associated with retakes or postponements are published annually in the **Miscellaneous Student Fees Policy**.
- b. The following fees are currently applicable (subject to annual review and Academic Council approval):
 - i. **Course Retake Fee:** C\$250 per course;
 - ii. **Contract Extension Fee:** C\$100;
 - iii. **Program Re-Registration Fee:** As per program tuition schedule.
- c. Students will be informed of all applicable fees prior to processing any retake or postponement request.

6. Administrative Oversight and Recordkeeping

- a. All retake and postponement approvals or denials must be documented and retained by the Registrar's Office for a **minimum of five (5) years** as per **ADM-009 Student Record Retention and Disposal Policy**.
- b. Records must include:
 - i. The student's request and supporting documentation;
 - ii. SEA or CEO decision and rationale;
 - iii. Confirmation of fee payment; and
 - iv. Updated completion timeline or re-registration details.
- c. Aggregated data on course retakes and postponements will be reviewed annually by the **VPAQA** for inclusion in the **Institutional Quality Assurance Report (IQAR)**.

7. Roles and Responsibilities

Role	Responsibilities
Student	Submit written requests for retake or postponement within stated timelines and pay applicable fees.
Instructor	Notify students promptly of final grades or course progress impacting eligibility for retake.
Program Chair	Advise students on academic planning and sequencing before retake/postponement.
SEA	Approve or deny requests, ensure procedural fairness, and maintain regulatory compliance.
Registrar	Record approvals, track program duration, and ensure financial reconciliation of associated fees.
VPAQA	Review aggregate data annually to ensure alignment with institutional QA and DQAB standards.

8. Quality Assurance and Continuous Improvement

- a. The VPAQA and SEA will jointly review course retake and postponement statistics each academic year to:
 - i. Identify trends related to academic progression and success rates;
 - ii. Evaluate whether learning outcomes and assessment design require revision; and
 - iii. Recommend policy adjustments or faculty development interventions.
- b. Results will be incorporated into the **Institutional Quality Assurance Report (IQAR)** and presented to the **Academic Council** and **Board of Directors**.

9. Related Policies and Documents

- SP-010 Student Rights and Responsibilities Policy
- SP-018 Student Grading Policy and Procedures
- SP-019 Student Grade System Policy
- SP-020 Student Grade Appeal Policy
- SP-024 Student Dispute Resolution and Appeals Policy
- ADM-009 Records Management, Retention and Disposal Policy
- SP-008 Miscellaneous Student Fees Policy

10. Review and Amendment

- a. This policy will be reviewed every **three (3) years**, or earlier if changes occur in program delivery, PTIRU standards, or DQAB requirements.
- b. Amendments require Academic Council approval and Board ratification.

