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## Withdrawn From The Institution And No Further Contact

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**Effective Date:** October 1990

### **Purpose**

From time to time, a student may become so disgruntled with Athabasca University that they wish to formally terminate all association with the University.

This action is the prerogative of the student; however, because of the future implications of this action, the institution shall require written confirmation before undertaking any action.

Upon receipt of written confirmation, the student's status shall be changed in the database to ensure that the student does not receive future mailing or solicitations.

### **Definitions**

N/A

### **Policy**

Students have the right to formally withdraw from the University and to have no further contact initiated by the University. In such cases, Athabasca University shall require written confirmation from the student before any action is taken.

### **Regulation**

N/A

### **Procedure**

#### 1.0 Verbal Requests from Students

If a staff member is notified verbally by a student that the student no longer wishes to have ANY further contact with the Athabasca University, the staff member shall:

- (a) Confirm with the student that he/she no longer wishes to receive any mailings etc. from Athabasca University.
- (b) Ask that the student confirm this request, in writing, to the Supervisor, Academic Records—Office of the Registrar.



(c) If the student indicates that they will NOT send us confirmation, notify the student that until confirmation is received, he/she will continue to receive mailings from Athabasca University.

1.2 Once the conversation is terminated, notify the Coordinator, Registry Services of the following information:

- a) Student Name,
- b) Student ID number, and
- c) Student's reason for wishing no further contact and all other pertinent information.

2.0 Written Requests From Students

2.1 If a staff member is notified in writing that the student no longer wishes to have ANY further contact with Athabasca University, the staff member shall immediately forward the written request to the Coordinator, Registry Services, and shall include the following information:

- a) Student Name,
- b) Student ID number, and
- c) Student's reasons for wishing no further contact and all other pertinent information.

2.2 Upon receipt of written confirmation from the student, the Coordinator, Registry Services, shall alter the student's status in the database.

**Approved By Registrar**

22 October, 1990

**Amended Date/Motion No.**

N/A

**Review Date Annual**

**Related References, Policies and Procedures**

N/A

**Applicable Legislation/Regulation**

N/A

**Further Information**

N/A