



DEPARTMENTAL MANUAL

Policy & Procedure

TITLE:	Learner Initiated Modification of Study	NUMBER: 01-05
Section:	Learner Progression	Date Approved: July 2016 Date(s) Reviewed
Source:	RN Professional Development Centre	Date to Be Reviewed: July 2018
Distribution:	RN Professional Development Centre	Approval: Director, RNPDC

POLICY

Policy statement:

Learners in RNPDC educational programs are supported to initiate a modification of study due to individual circumstances related to personal choice, career path, health, family and other life events.

Purpose of Policy:

The purpose of this policy is to provide consistent guidelines to faculty, learners and administrative staff regarding learner initiated modification of study. The modification could involve withdrawal, transfer between study options, transfer between programs or a program interruption. The following definitions describe each of these modifications in more detail.

Definitions:

Learner Initiated Modification of Study: Any request put forth directly from a learner to faculty to modify the original study plan.

Learner Withdrawal: A withdrawal is defined as a learner who has departed from the program of study without any immediate expectation to return to any program at RNPDC. A learner who wishes to leave a program, but does not qualify for a program interruption, must also withdraw. Learners who withdraw after completion of course work within a program may be eligible for Recognition of Prior Learning should they resume the program at a future date (see RPL policy).

Transfer Between Study Options: Refers to a learner changing from one study option to another within the same program. Examples of study options include, but are not limited to, part-time, full-time and accelerated. The transfer may be available immediately, or the learner may have to wait until the next study option offering.

Transfer Between Different Programs: Refers to a learner changing from one educational program to another within RNPDC. The transfer may be available immediately, or the learner may have to wait until the next program offering. Learner Progression Committee will consult with all involved program faculty.

Program Interruption: Program interruption is a temporary suspension of a program of study after a learner has demonstrated satisfactory progression in a program (e.g., completed course work, assessments). It is granted to an eligible learner for whom an established, approved time limit has been set and a specific date of return is established for completion of study.

GUIDELINES

- Faculty will discuss learner's situation and possible options for modification of study. If a program interruption or transfer, will inform learner of intent to present to Learner Progression Committee for approval.
- Reasons for learner initiated modification of study may include, but are not limited to:
 - Learning style better suited to different study option (e.g., difficulty in completing knowledge (theory) in short time frame, difficulty completing knowledge associated with distance instructional methodology)
 - Illness (medical documentation required)
 - Pregnancy of learner
 - Illness or death of family member/significant other
 - Personal reasons (e.g., balancing program requirements and work life)
 - Job related reasons
- The learner should discuss their request for modification of study with their current manager/unit/agency. If currently sponsored they must obtain a letter of agreement from their manager which will be forwarded to program faculty.
- Requests for transfers must include program cohort details (e.g., transferring from CCNP Full-time Fall 2016 program to CCNP Accelerated Program Fall 2016) with specific dates as required.
- A program interruption will be granted to the learner to enroll in the next regularly scheduled program with the most ideal study option. The length of the program interruption cannot extend beyond one year. Failure to return to a program within a specified time frame will result in the learner being disqualified from the program.
- Following a program interruption or transfer, if the learner does not enter the new study option within the specified time frame, tuition fees will not be refunded and the learner will be withdrawn or disqualified from the program(s).
- Tuition and fees will follow Policy # 01-14 Fee Payment and Reimbursement Policy.

PROCESS

Withdrawals:

1. The learner and faculty will discuss the option for withdrawal.
2. Faculty will direct the learner to the withdrawal form in the e-learning environment.
3. Faculty inform administrative staff that learner intends to withdraw.
4. Once the learner submits the completed withdrawal form, faculty will sign and date the form.

Note: If after three weeks there is no withdrawal form submitted faculty will complete the withdrawal form and attach the email correspondence or anecdotal notes confirming that learner has indeed decided to withdraw from the program.

5. Faculty will note the withdrawal on the Learner Progression record (located on the Shared Drive).
6. Faculty will forward the completed withdrawal form including relevant correspondence that needs to be filed in the learner's record to administrative staff.
7. Faculty will ensure that learner is removed from e-learning environment (e.g. Brightspace) and from email distribution lists (e.g., both faculty and administrative lists).

The administrative staff will:

8. Upon receipt of the withdrawal form, change the learner's status in RNPDC's Database.

Note: If after three weeks the learner has not submitted the withdrawal form, administrative staff inform faculty of same. It is administrative staff's responsible to track withdrawal forms.

9. File the withdrawal form and any accompanying documents on the learner's file.
10. Print the standardized letter entitled Withdrawal Acknowledgement Letter and give to Director to sign. Once signed, a copy will be :
 - i. Placed on the learner's file
 - ii. Emailed to the learner
 - iii. Copied to the sponsoring employer, faculty of the program and the Chair of the Learner Progression Committee
11. Reimburse any fees as per RNPDC Policy # 01-14 RNPDC Tuition/Fees.

Learner Initiated Modification of Study: Transfer and Program Interruption

Course faculty will:

1. The learner and faculty will discuss the options for learner initiated modification of study. Faculty will inform learner of submission of request to Learner Progression.
2. Faculty to submit a learner initiated modification of study form to the Chair of Learner Progression for all transfers and program interruptions. This written request will be provided via email using only the Learner Modification of Study Request form.

Learner Progression Committee will:

3. Review request from faculty as provided via email to the Chair of the Learner Progression Committee, using the Learner Modification of Study Request form.
4. If additional information is required in order for LP Committee to make a decision, faculty may be asked to provide (in-person or via email).
5. Learner Progression may deny the request for transfer due to the following:
 - a) Violation of academic and/or professional code of conduct
 - b) Difficulty with progression in current program of study
 - c) Violation of attendance policy
 - d) Delinquent tuition account
 - e) Refusal of sponsoring employer
 - f) Other
6. Obtain final approval for request from Director.
7. Outcome will be finalized and response communicated to requesting faculty using Learner Modification of Study Request form within 10 business days. The Chair of the LP Committee will complete the form and will email it to faculty and committee members.

Faculty will:

1. Review the decision from the LP committee. If no concerns, faculty will send completed Learner Modification of Study Request form to administrative staff who will complete letter for learner.
2. Faculty will review letter once completed by administrative staff.
3. Faculty will ensure that learner is removed from e-learning environment (e.g. Brightspace) and from email distribution lists (e.g., both faculty and administrative lists) from current program.

Program Administrative staff will:

4. Changes learner status in database.
5. Format the standardized letter as indicated and give to faculty to review. Once reviewed, a copy will be:
 - i. Placed on the learner's file
 - ii. Emailed to the learner
 - iii. Copied to the sponsoring employer, the Director and the Chair of the Learner

Progression Committee

6. File the Learner Progression form, letter and any accompanying documents on the learner's file.

Related Documents:

Learner Initiated Modification of Study Form