

PROGRAM CONTINUANCE REQUEST FORM

This form is required for students who have been placed on Required to Withdraw (RTW) status, as outlined in the Academic Standing Policy (E-1.02). A student will ONLY complete this form when they have been placed on RTW and have been away for one or more terms but less than one academic year. If you have been away for more than one academic year you must reapply for your program through admissions.

Steps to follow:

1. Student to complete Page 1 of this form and email it to the Academic Program Chair (academic-chair@nlc.bc.ca) along with their request to meet with the Program Chair. The meeting is to review your Program Continuance Request and Student Success Plan (SSP). At this meeting you and the Program Chair may also update the SSP if needed.
2. Program Chair reviews and considers the Program Continuance Request and will indicate if it is approved or not. The Program Chair will sign the continuance request form and email it to studenthelp@nlc.bc.ca.
3. If your Program Continuance Request is Approved you should proceed to pay the Program Continuance Request fee via one of NLC's approved payment methods.
4. Once you pay the \$25 + GST Program Continuance Request Fee your program status will be updated and you may now proceed to register as per the academic probation status outlined in the [Academic Standing Policy \(E-1.02\)](#). Academic probation status limits the number of credits a student can register in, and a student may want to seek course selection advice from a NLC Program Advisors prior to course registration.

Student Information (*Information required)

STUDENT LEGAL NAME (FIRST AND LAST)*:

NLC STUDENT ID:*

NLC PROGRAM:*

STUDENT EMAIL:*

The personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used to update your student records if your contact information is different from what is currently on file. By signing this form, you consent to the use and disclosure of your information for these purposes. If you have questions about the collection or use of your information, contact the NLC Registrar's Office by emailing registrar@nlc.bc.ca.

Confirm you are eligible for consideration under the Program Continuance Process (student to complete)

☐ I have been away **less than one academic year** and am requesting continuation in the following semester.

Note: If you have been away more than one academic year please reapply through Admissions.

Requested Return Semester:

Student Declaration

I understand that if my request is approved:

- I will be returning under Academic Probation.
- I must meet the requirements of the Academic Standing Policy.
- Failure to meet probation conditions may result in another Required to Withdraw decision.
- I agree to follow the Success Plan developed with the College.

Student Signature:

Date:

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Program Chair:

☐ I confirm that I have met with the student and we have reviewed their Student Success Plan (SSP). I approve their program continuance request.

☐ I have reviewed the Student Success Plan (SSP) with the student and do not approve of their program continuance request. If not approved a student should continue to work on the Student Success Plan recommendations and may submit a new program continuance request form for consideration again in a future term.

Approved Return Semester:

Approved By:

Title:

Signature:

Date:

Program Chair to email the completed form to studenthelp@nlc.bc.ca for processing and cc advising@nlc.bc.ca for the Program Advising Team to proceed with reviewing course options with the student.