

University of Prince Edward Island	Policy Number: FNDI-015
<b>Policy Title: INTERNS WITHDRAWING FROM THE INTERNSHIP PROGRAM</b>	Pages - 2
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**1. Purpose**

To establish a clear and consistent process for interns who voluntarily withdraw from the UPEI Integrated Dietetic Internship Program and to ensure appropriate documentation and communication when a withdrawal occurs.

**2. Scope**

This policy applies to all interns enrolled in the UPEI Integrated Dietetic Internship Program.

**3. Responsibility**

The Professional Practice Coordinator and Program Director are responsible for:

- Ensuring that interns are informed of the process for voluntary withdrawal;
- Meeting with interns who indicate an intention to withdraw;
- Ensuring appropriate documentation is completed and retained; and
- Notifying relevant University personnel of the intern’s withdrawal in a timely manner.

The intern is responsible for:

- Informing the Professional Practice Coordinator immediately of their intention to withdraw; and
- Providing written confirmation of their decision to withdraw from the program.

**4. Policy**

An intern may decide to withdraw from the UPEI Integrated Dietetic Internship Program for personal or other reasons.

Withdrawal from the program must follow the procedures outlined below. Interns who voluntarily withdraw will not be eligible for a refund of registration fees.

All documentation related to the withdrawal will be retained in the intern's official file in accordance with the Retention of Records policy.

## **5. Procedure**

### **Notification of Intent to Withdraw**

Interns who decide to withdraw from the program must contact the Professional Practice Coordinator immediately.

### **Meeting with Program Representatives**

A meeting will be scheduled with the Professional Practice Coordinator and the intern to discuss the intern's reasons for withdrawing and to explore alternative options where appropriate.

### **Written Confirmation**

If, following the meeting, the intern's final decision is to withdraw, the intern must provide written confirmation outlining their decision and reasons for withdrawal. This letter will be forwarded to the Program Director and Professional Practice Coordinator.

### **Documentation**

A copy of the intern's written notification and documentation of the meeting will be retained in the intern's personal file.

### **Notification of Department**

The Professional Practice Coordinator will notify the Chair of the Department of Applied Human Sciences within three (3) working days of receiving the intern's written notification of withdrawal.

### **Financial Considerations**

Interns who withdraw from the program will not be eligible for a refund of registration fees.

## **6. Review**

This policy will be reviewed biennially by the Program Director and Professional Practice Coordinator, or sooner if required due to changes in University policy or program requirements.