Withdrawal of Students: for 2012-13

Policy and guidance for withdrawing students from a course

Pre-amble:

This document sets out the Department’s policy on withdrawing students from a course, together with guidance for students and staff on the application of the policy.

In certain carefully defined circumstances, the Department reserves the right to withdraw a student from the course. The Department views this as a last resort, and will normally attempt corrective action before taking this step.

Once withdrawn, a student ceases to be enrolled for the course, and access to University facilities, and, if issued, their University Card will be withdrawn.

Policy:

The Department reserves the right to withdraw a student from a course under the following circumstances:

(a) Failure to adhere to attendance/participation regulations for the course;

(b) Failure to submit work for assessment by the due date (bearing in mind any extensions that may have been granted), where the Chairman of the Board of Studies disallows the work with the result that the student would be unable to meet the pass requirements for the course;

(c) Where, after a re-sit or re-submission of assessed work, a student’s cumulative marks are such that it is not possible for them to satisfy the examiners in accordance with the examination regulations for the course;

(d) Where, after an elapse of significant time or after an important deadline has been passed, there has been no contact from a student, despite every reasonable effort being made to contact them.

Once a student has withdrawn or been withdrawn from a programme, they may no longer attend any remaining part of the course.

Guidance

1 This policy refers to situations where a student may be required to withdraw for because they have failed to comply with the course regulations. Failure to pay fees is dealt with under the contract signed by the student when they started the course. Breach of the disciplinary regulations may also lead to a student being withdrawn.
General

1. The Department will treat all cases on an individual basis, in particular it will be mindful that there may be distressing personal reasons at the heart of the matter, and will endeavour to deal sensitively with such cases.

2. In reaching decisions, the Department will take into account whether a reasonable course of corrective action would be capable of returning the student to compliance.

3. Where the Department decides to withdraw a student from a course, the Department’s Registry will write to the student advising them of the decision, setting out the basis on which the decision has been taken, and that they have a right to appeal (see below).

4. At the point at which withdrawal takes place, the Registry can provide to the student on request a statement of their academic attainment up to the point of withdrawal.

Attendance/participation

5. If a student has missed a significant number of classes (the threshold for this is likely to vary between courses), failed to attend off-site visits and study trips where these were required, or, for on-line courses, to participate actively, the tutor or course director will seek to contact the student and ascertain if there are valid reasons. If there are not, an informal warning will be given.

6. If attendance/participation does not improve, or if contact cannot be made with the student, the Department’s Registry will issue a formal warning to the student advising them of the attendance regulations and that non-compliance with course regulations in this matter may result in them being withdrawn from the course.

7. If the student fails to respond or to improve attendance, and there is no possibility of their meeting the attendance requirement, the appropriate Deputy Director, advised as necessary by the course director concerned and by the Registry, will decide if the student should be withdrawn.

Submission of work for assessment

8. If a student fails to submit work as required, and the work is disallowed such that the student is unable to meet the requirements for passing the course, the appropriate Deputy Director, advised as necessary by the course director concerned and by the Registry, will decide if the student should be withdrawn.

Failure to be able to satisfy the examiners

9. If, following a re-sit or re-submission of assessed work, it is apparent that a student cannot proceed to meet the criteria to achieve a pass, whatever marks they might subsequently obtain for further assessed work, the Chairman of Examiners, on the recommendation of the relevant Deputy Director, will decide if the student should be withdrawn.
Failure to maintain contact

10. If a student has failed to maintain contact despite every reasonable effort being made by the Department to contact them, the Department will as a first step seek to warn them of the possibility of withdrawal and to set up appropriate means by which the student can re-engage with the course. Should there be no response to such efforts, the relevant Deputy Director, advised as necessary by the course director concerned and by the Registry, will decide if the student should be withdrawn.

Appeals

11. A student may appeal against a decision to withdraw them, following the procedure laid out in the Departmental Policy on Complaints and Appeals.

12. Where withdrawal has been on the grounds of failure to satisfy the criteria for the award, a student who appeals will be temporarily re-instated pending a decision by the Board of Examiners.

Refunds

13. If a student is withdrawn, the Department may refund a part of any annual course fees paid for the academic year in question. The level, if any, of refund is determined on a course by course basis, but in no case will a refund be made in respect of any period prior to the date of withdrawal. No refunds are made of any module or college fees.

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