

Assisting Failing Students to Exit Programmes Procedure

Section 1 - Introduction

Purpose and Parent Policy

(1) This procedure is to assist students who are unable to successfully complete a programme in full, to exit with any academic credit due in respect of modules completed under the [Access, Transfer and Progression Policy](#).

Responsibilities

Student Responsibilities

(2) Students are required to communicate clearly and honestly with the College in respect of all their circumstances.

Staff and Faculty Responsibilities

(3) Staff and Faculty are required to communicate in a timely manner in respect of students for whom this procedure is relevant.

Department of the Registrar

(4) The Registrar, or their nominee, is responsible for implementing this procedure in liaison with the Programme Director, or their nominee.

Section 2 - Procedure

Part A - Exiting a Programme Due to Failure of Modular Assessment(s)

(5) Where a student has actively attempted and failed the assessment associated with a module that is required for successful completion of their programme, and has exhausted all repeat opportunities, following the end of the window for appeals and reviews, that student can no longer graduate from the programme.

College Communication

(6) The Registrar, or nominee, writes to the student as soon as possible after the end of the window for appeal or review for the failed module in order to advise them of the following:

- a. That they will not be able to graduate from their programme.
 - b. That they are entitled to academic credit for any modules that they have completed.
 - c. The modules which have been started and that they have an entitlement to complete.
- i. A student may complete modules started from the programme in line with standard programme requirements, e.g. excluding completion of placements, but on the clear understanding that they cannot complete the programme itself.

- d. Any other options or information to support the student in exiting the programme.
- e. Whether they can exit the programme with an exit or embedded award.

Student Options

(7) Where a student receives this communication, the student has the following options:

- a. To accept the transfer to the programme of an embedded award, where such an award is available.
- b. To complete modules from the programme in line with standard programme requirements but on the clear understanding that they cannot complete the programme itself and the understanding that graduation from the programme is not possible.
- c. To withdraw immediately from further study on the programme.

Non-Communication: Withdrawal

(8) Where a student does not respond to a communication from the Department of the Registrar within 5 working days from its issue, the student will be deemed to have withdrawn from the programme. The [College Initiated Withdrawals Due to Non-Engagement Procedure](#) will then apply.

Status and Details

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