

College Initiated Withdrawals Due to Non-Engagement Procedure

Section 1 - Introduction

Purpose and Parent Policy

(1) The procedure outlines the steps by which the College may deem a student withdrawn from their programme, under the [Withdrawal from Studies Policy](#).

Responsibilities

Student Responsibilities

(2) Students are responsible for familiarising themselves with the policies, procedures and regulations for their programme.

(3) Students are also responsible for all the consequences of withdrawal.

College Responsibilities

(4) The Registrar has responsibility for implementing the procedure for withdrawals in consultation with the Head of School/Programme Director and with the support of the Head of Student Affairs, as required.

Section 2 - Procedure

Part A - Procedure for Withdrawing a Student for Non-Engagement

Non-Engagement

(5) Where a student is not engaging with their programme (under the [Withdrawal from Studies Policy](#)), this is brought to the attention of the Head of School/Programme Director.

(6) The Head of School/Programme Director or nominee, in consultation with their Programme Team and other College departments as appropriate, uses all reasonable means to attempt to contact the student to notify them that they are being considered for withdrawal due to non-engagement, requesting a response within five working days with evidence excusing non-engagement.

No Response

(7) Where the student fails to respond within the allotted timeframe, the Head of School/Programme Director or nominee recommends to the Registrar that the student be withdrawn from the programme under the procedure for withdrawing a student from a programme (as outlined in this document).

Evidence Excusing Non-Engagement

(8) Where the student responds with evidence excusing their non-engagement, the Head of School/Programme Director or nominee determines if they have a valid reason for non-engagement, such as:

- a. Serious illness
- b. Serious personal or family circumstances

(9) Note: The evidence must explain the reason the student was unable to contact the College to inform them of the relevant circumstances and not simply state the fact of the circumstances.

Acceptance of Evidence Excusing Non-Engagement

(10) Where the Head of School/Programme Director or nominee accepts the evidence excusing non-engagement:

- a. The Head of School/Programme Director or nominee invites the student to a meeting to arrange for the student to re-engage with the programme within the framework of the programme's rules and regulations.
- b. The student must accept responsibility for compliance with any arrangements permitting them to continue with the programme and for any related consequence (for example, transfer to another cohort).

Non-Acceptance of Evidence Excusing Non-Engagement

(11) Where the Head of School/Programme Director or nominee does not accept the evidence excusing non-engagement, the student is notified of this decision in writing, noting the right to appeal the decision under the relevant appeals procedure.

(12) The Head of School/Programme Director or nominee recommends to the Registrar that the student be withdrawn from the programme, under the procedure for withdrawing a student from a programme (as outlined in this document).

Part B - Procedure to Withdraw a Student from a Programme Due to Non-Engagement

Notification of Recommendation to Withdraw

(13) The Head of School/Programme Director or nominee notifies the Registrar of the recommendation to withdraw a student for non-engagement and the rationale for it.

(14) This recommendation happens after the expiry of any appeal window for the relevant decision. This means that the withdrawal itself cannot be appealed — only the decision resulting in the recommendation to withdraw the student.

Confirmation

(15) The Registrar, or nominee, acknowledges the decision-maker's recommendation in writing and writes to the student, noting the:

- a. Intention to withdraw the student
- b. Decision which led to the recommendation to withdraw
- c. Date by which the withdrawal will come into effect (normally five working days after notification by the College)
- d. Consequences of withdrawal in respect of rights and entitlements
- e. Fact that the student is entitled to credit for any completed modules, pending a decision of the Board of

Withdrawal

(16) The Registrar, or nominee, withdraws the student from their programme, revoking all access rights and entitlements to the programmes and services of the College.

(17) The Registrar, or nominee, notifies all relevant College departments of the student's withdrawal.

Status and Details

Status	Current
Effective Date	2nd November 2020
Review Date	2nd November 2023
Approval Authority	Academic Board
Approval Date	23rd September 2020
Expiry Date	Not Applicable
Enquiries Contact	Quality Assurance

Glossary Terms and Definitions

"Appeal" - An appeal is where a learner formally requests that the decision or judgement of a lower authority is referred to a higher authority (i.e., the Appeals Committee) for the reconsideration of the decision or judgement in the light of concerns expressed by the appellant under one or more of the three grounds of appeal.

"Non-Engagement" - Students who cease to attend and/or engage with their programme of studies for a period of four weeks may be deemed to have withdrawn from the programme, i.e. they have passively withdrawn through non-engagement.

"Procedure" - Procedures are the broad actions that must be carried out to implement a policy. They set out 'how to do' what the policy specifies must be done.

"Programme" - A programme of education and training refers to any process by which learners may acquire knowledge, skill or competence. It includes courses of study or instruction, apprenticeships, training and employment. A programme offers learners the learning opportunities by which they may attain educational goals (expressed as the intended programme learning outcome) by learning activities in a learning environment. A programme is normally comprised of modules. A programme leading to a major award will normally require a 'cohesion generating' process which integrates constituent modules so that the minimum intended programme learning outcomes are supported. The cohesion generating process should establish the epistemological and cultural identity of the programme. It should also coordinate alignment of activities with the minimum intended programme learning outcomes and introduce learners to the broader community of practice to which they aspire. (QQI (2013) Assessment and Standards Revised)

"Transfer" - A transfer is where the student moves from one live cohort to another live cohort following recommendation by the College and where, in transferring, all academic and financial history remain associated with the student. There is no intent to pause or suspend studies when a transfer occurs. However, due to the flow of a programme's structure, a student may need to wait to undertake the next element of the programme for which they are eligible. This occurs where no other means of a student successfully completing the programme exists.

"Withdrawal" - This is where a student ceases study on a programme after the end of the 'cooling-off' (change-of-mind) period and before completion of the programme.