

# College Initiated Withdrawals Due to Non-Engagement Procedure

## Section 1 - 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(1) The procedure outlines the steps by which the College may deem a student withdrawn from their programme, under the [Withdrawal from Studies Policy](#).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, or their nominee, has responsibility for implementing the procedure for withdrawals in consultation with the Programme Director and with the input of the Student Support Team as required.

(5) The Registrar, or their nominee, has responsibility for communicating to the College decision to withdraw the student from their programme.

## Section 2 - Procedure

### Procedure for Withdrawing a Student for Non-Engagement

#### Non-Engagement

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

(7) The Programme Director or nominee, in consultation with their Programme Faculty, Adjunct Faculty, and Staff 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.

#### Response providing Evidence Excusing Non-Engagement

(8) Where the student responds with verifiable evidence excusing their non-engagement, the Programme Director or nominee determines if they have a valid reason for non-engagement, such as: unexpected factors, circumstances, or emergencies that have arisen that have a material effect on a student's ability to engage with their programme.

(9) 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 Programme Director or nominee accepts the evidence excusing non-engagement:

- a. The 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 or stage, repeating a year, or stage, any associated fee implications, or any matters of immigration visa compliance).

### **Non-Acceptance of Evidence Excusing Non-Engagement**

(11) Where the 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, within five working days, the decision under the relevant appeals procedure.

(12) Upon expiration of the appeal timeframe, the Programme Director or nominee notifies the Registrar of the recommendation to withdraw a student for nonengagement and the rationale for it including:

- a. Decision which led to the recommendation to withdraw.
- b. Date by which the withdrawal will come into effect (normally five working days after notification by the College).
- c. Consequences of withdrawal in respect of rights and entitlements.

### **Notification of Confirmation to Withdraw**

(13) The Registrar, or nominee, communicates the Programme Director's recommendation in writing 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 Examiners.

### **No Response**

(14) Where the student fails to respond within the allotted timeframe as per (7), the Programme Director, or nominee, recommends to the Registrar in writing that the student be withdrawn from the programme, as per this procedure.

### **Withdrawal**

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

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

## Right of Appeal

(17) The student may appeal the decision, as laid out in the [Appeals Policy](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	18th September 2023
<b>Review Date</b>	18th September 2026
<b>Approval Authority</b>	Quality Assurance Officer
<b>Approval Date</b>	15th September 2023
<b>Expiry Date</b>	Not Applicable
<b>Enquiries Contact</b>	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.

**"Policy"** - Policies are principled statements adopted by the College at a high level to enable decisions about actions and desired outcomes to which the College is committed. They clearly articulate the formal position of the College on specific issues in order to guide internal decision-making. Policies set out 'what to do' on a given issue. They have a medium- to long-term review cycle.

**"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)