

Student Initiated Withdrawals Procedure

Section 1 - Introduction

Purpose and Parent Policy

(1) This procedure outlines the steps by which the College may deem a student withdrawn from their programme under the Withdrawal from Studies Policy.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 consequences of withdrawal.

College Responsibilities

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

Section 2 - Procedure

Part A - Processing the Student Initiated Withdrawals Procedure

Notification

(5) The student notifies the College of an intention to withdraw in writing to the Department of the Registrar.

Confirmation

(6) The Registrar, or nominee, acknowledges the student's notification in writing, noting the:

- a. Student's intention to withdraw
- b. Date by which the withdrawal will come into effect (this is normally five working days after notification to the College)
- c. Consequences of withdrawal in respect of rights and entitlements
- d. Student's entitlement to credit for any completed modules, pending a decision of the Board of Examiners

Change of Mind

(7) Unless the student contacts the College before the date that the withdrawal comes into effect to indicate a change of mind, the College proceeds to withdraw the student.

Withdrawal

- (8) The Registrar, or nominee, withdraws the student from their programme, revoking all access rights and entitlements to the programme and College services.
- (9) 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

"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)

"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.