

## Withdrawal from a module

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Section		ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL
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Cross reference/related documents:		4.3 Mitigating circumstances

### 1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.
- 1.2 The University understands that students may experience difficulties in meeting the University requirements for attendance, participation and engagement, and assessment. The University therefore has procedures that coordinate action, allow legitimate circumstances to be taken into account, and ensure parity of treatment across all students.
- 1.3 The University wishes to use its resources in an efficient manner.
- 1.4 This policy ensures the adherence to the University's mandatory requirement of 70% of attendance for a taught module.

### 2.0 Scope

- 2.1 Applies to all students enrolled on a programme of study offered by the University.

### 3.0 Definitions

- 3.1 Withdrawal from a module occurs when a student notifies the University that they no longer wish to progress towards completion of the full requirements for attendance, scheduled examination, and assessment for a module.
- 3.2 Withdrawal is notified in advance; it is not applied retrospectively to explain failure to meet requirements, and is not offered in mitigation of a circumstance or to avoid failure.
- 3.3 The significance and consequence of a request to withdraw differs depending on the point in time that a student seeks to apply.

### 4.0 Policy

- 4.1 Withdrawal before 30% of the scheduled class sessions have elapsed:
  - 4.1.1 the student may withdraw on request;
  - 4.1.2 no record of module registration will appear on the transcript;
  - 4.1.3 the student is entitled to a full refund of the module fees, or their being carried forward.
- 4.2 Withdrawal after 30% of the scheduled class sessions and before 50% of the class sessions have elapsed:
  - 4.2.1 a student must complete a late withdrawal form;
  - 4.2.2 students who request to withdraw without cause will be liable for 50% of the module fees. The late withdrawal will be recorded on the transcript (LW). No assessment grades will be credited or carried forward; the student is required to complete attendance and assessment requirements in full when re-registering for the module;
  - 4.2.3 students who request to withdraw and claim cause will have their case referred to the Mitigating Circumstances committee. The cause must be sufficient that any reasonable person might deem it adequate justification of the request to withdraw:
    - 4.2.3.1 if accepted the late withdrawal will be recorded on the transcript (WMC). The student will be entitled to carry forward fees paid and subject to the decision of the Board of Examiners, all or most of the assessment credited. Attempts at assessment requirements not completed at the point of withdrawal will be treated as a first attempt. Once the attendance, examination, and assessment requirements for the module have been completed successfully the WMC status will be overwritten by the final grade awarded;
    - 4.2.3.2 if not accepted the student will be liable for 50% of the module fees. The late withdrawal will be recorded on the transcript (LW). No assessment grades will be credited or carried forward; the student is required to complete attendance and assessment requirements in full when re-registering for the module.
- 4.3 Withdrawal after 50% of the scheduled class sessions have elapsed:
  - 4.3.1 a student must complete a late withdrawal form;

- 4.3.2 the case is subject to the approval of the Mitigating Circumstances committee;
- 4.3.3 if approved, the student will be liable full module fees and the late withdrawal will be recorded on the transcript (LW). No assessment grades will be credited or carried forward; the student is required to complete attendance and assessment requirements in full when re-registering for the module, with all attempts treated as first attempts.

4.4 Withdrawal after all of the scheduled class sessions have elapsed:

- 4.4.1 absence from scheduled examinations or failure to submit assignments will not be treated as 'withdrawal';
- 4.4.2 students may apply for mitigating circumstances as per relevant University mitigating circumstances policy. If the student fails to apply successfully, or if the student fails to apply a grade of 0% will be awarded to that assignment and will be used in final grade calculations;
- 4.4.3 the Head of Marketing, Admissions, and Students Services will arrange Mitigating Circumstances Committee meetings to consider all cases of Late Withdrawal 'With Cause';
- 4.4.4 the Board of Examiners is not obliged to accept the recommendations of the Mitigating Circumstances Committee.

## Appendix A: Flow of Procedures

### Late Withdrawal Procedures

