



# **Student Withdrawal Policy for University Level Courses**

## **Introduction**

This policy applies to higher education programmes at South & City College Birmingham (the college), which are awarded by Pearson (Edexcel) and programmes, which are awarded under a validation agreement with a university partner where the college's procedures apply.

Withdrawal is the term used where students decide to permanently leave the college prior to completion of the award for which they are registered, for either personal or academic reasons.

### **Students requesting to withdraw from their programme of study**

If a student wishes to permanently withdraw from their programme of study in the first instance are encouraged to consider whether it may be more appropriate to take a leave of absence where the change in circumstance may be temporary. Students are advised to speak with their tutor to discuss their options and implications of withdrawing from their programme.

Students who wish to withdraw from their programme of study must inform the college in writing of their intention to withdraw. The college will complete the withdrawal using the student's last day of attendance as the withdrawal date. The college will notify student finance and awarding body of the student's withdrawal.

### **Assumed withdrawal**

If a student stops attending classes without saying he or she is withdrawing and does not respond to any effort made by the college to make contact them, the college will assume that a student has withdrawn.

Before withdrawing a student the college will make efforts in the first instance to contact the student via telephone and email. If contact cannot be made via telephone or email the college will initiate the three-stage letter process.

Letter 1: Requests students to engage and submit coursework.

Letter 2: Informs students of the intention to withdraw them from their course if they do not engage

Letter 3: The final letter formally withdraws a student from the course.

If the college does not receive any response to the correspondence outlined above then the college will assume that the student has withdrawn and will notify student finance and awarding body of the student's change in circumstances. The withdrawal date for a student will be the last date of engagement with their course; this is the last date of attendance for on-campus programmes or the last date of engagement with the learning portal for distance learning programmes.

If a student responds and wishes to continue on his/her programme the student must provide in writing their intention to continue with their studies.

Copies of letters or emails sent to the student by the college (e.g. evidence that satisfactory warning has been issued, or attempts to contact the student have been made) must be provided to the college's finance department and management information services.

### **Termination**

If a student is academically or professionally unsatisfactory the college can decide to end a student's registration on their programme before its normal end date.

A student might be academically unsatisfactory for reasons such as having failed so much of the programme that it is no longer possible for the student to graduate or progress onto the second year of a programme. Termination may also be in relation to academic misconduct or where a student is deemed unfit to practice (such as failing a DBS check for programme when one is required).

The decision to withdraw a student for academically unsatisfactory reasons will be made at a module or examination board in accordance with the programme's academic regulations. For termination due to academic misconduct or where a student is deemed unfit to practice the decision to terminate will be made at an academic misconduct panel.

All students will be notified in writing of a decision to terminate their studies in accordance with the relevant board's procedure. The college will also inform student finance and the programme's awarding body.

Version	Date	Author	Changes
0.1	01/10/15	D. Woolley	-
1.0	16/10/15	D. Woolley	Final copy HE/15/v1