



## Suspension of Studies Policy

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## 1. Aim

- 1.1. The aim of this policy is to outline the procedure to be followed for students seeking suspension, to clarify the entitlement of suspended students to access services and to outline the rights of, and procedure to be followed by, students returning from suspension.

## 2. Definition of Suspension

- 2.1. A suspension of study is an approved intermission to a specified duration that prevents a student from continuing the programme of study;
- 2.2. London Churchill College (LCC) use the term of 'suspension' as a temporary status for a student that either seeking intermission from studies or imposed by the College.

## 3. Policy

- 3.1. The College retains the right to suspend a student for a period of time in relation to disciplinary grounds where it is deemed appropriate. Suspension in this context is to be considered under the Student Code of Conduct and Disciplinary Procedure;
- 3.2. The College may suspend a student from his/her studies on the basis of academic reasons. These may include:
  - a) Non-engagement with study, including an unsatisfactory attendance level.
  - b) Insufficient academic progression as per the academic regulations.
- 3.3. Any suspension decision relate to academic progression must be approved by the Assessment and Progression Board;
- 3.4. A student may request an intermission from his/her study based on the following grounds:
  - a) Health issues (mental or physical) that affecting studies;
  - b) Impairment of ability to attend or engage with academic commitments;
  - c) Pregnancy, maternity and Parental leave;
  - d) Compassionate reasons (including serious domestic difficulties);
  - e) Compelling Financial reasons;
  - f) Any other circumstances which would substantially impair a student's ability to pursue their programme

## 4. Application Process for Self-suspension

- 4.1. In the first instance, students should discuss their intention to apply for a temporary suspension of studies with their Personal Tutor, or other appropriate member of staff, to determine if such a course of action would be appropriate for the student's situation;
- 4.2. Students are advised to seek further academic advice from their personal tutor to determine the impact a suspension of studies may have on their academic performance, financial situation, and Student Finance (SLC);
- 4.3. If students wish to proceed with a temporary suspension of studies application, they should fill the Student Suspension Form (***placed in student portal***). Where possible students should submit the form to Registry Office together with all relevant supporting evidence;



- 4.4. The Registrar should submit the Student Suspension Form with all relevant evidence to the Mitigating Circumstances Panel for review. If all required information and supporting evidence are complete, the application will then be considered by the Mitigating Circumstances Panel, who will include a statement indicating its recommendations. The Mitigating Circumstances Panel should also indicate whether access to any College facilities should be maintained and must provide a rationale for this request. The recommendation will be forwarded to the Assessment and Progression Board for approval;
- 4.5. Once the application is completed by both the student and Mitigating Circumstances Panel and signed off by the Chair of the Panel, student will be notified formally of the outcomes;
- 4.6. If the suspension of studies application is approved the student will be informed in writing within seven days of the decision being taken. The Academic Registry will inform all relevant internal departments including, Finance, Student Support and Academic Office. The Academic Registry will also inform external parties namely the Awarding Bodies, SLC and any other parties deemed relevant by the College;
- 4.7. If a suspension of studies application is declined, the student will be informed in writing within seven days of the decision.

## **5. Return to Study**

- 5.1. When a student's period of suspension has come to an end, s/he is obliged to contact the College to determine the enrolment status and to re-enroll on the programme of study. Failure to re-enroll and attend classes will NOT automatically extend a student's suspension of studies and students must re-apply for a further suspension of studies if it is required and deemed appropriate;
- 5.2. A student is expected to establish contact with the College before the scheduled return to study. The College ensures to facilitate any support which may be required upon students return.
- 5.3. If a student does not resume studies on the agreed return date or re-apply for further suspension period, he/she will be terminated from their programme of study;
- 5.4. Where a suspension decision taken by the Assessment and Progression Board for an academic reason, the student must fulfill the conditions before the return to study on the agreed timeline.

## **6. Appeals**

- 6.1. A student has rights to appeal a suspension decision, providing a valid ground for an appeal is lodged;
- 6.2. An appeal is permissible only on the following grounds:
  - 6.1.1. In circumstances where there is evidence that the College's Suspension of Studies Policy has not been followed;
  - 6.1.2. New material evidence has emerged, which the student was unable, owing to exceptional circumstances, to provide earlier in the process;



- 6.3. A Student may lodge an appeal against the decision of the suspension by writing to the Registrar within 15 working days of receiving the written notification of the decision;
- 6.4. The appeal process must be considered in accordance with the College Appeals Policy and Procedure.

## **7. Equality Impact Assessment**

7.1. Name of policy/procedure/decision: Suspension of Studies Policy

7.2. This section sets out the requirements in relation to suspension procedures impact from an equality perspective and protected characteristics by posing the following questions and issues:

### **7.2. Equality 'Neutral'**

- 7.2.1. Who will benefit from this (students/staff/stakeholders)? Is there likely to be a positive impact on people who share protected characteristics, and if so, how? Or is it clear at this stage that it will be equality "neutral"? I.e. will not have a differential impact on any equality group/s?

### **7.3. Equitable Procedure**

- 7.3.1. Equitable procedure is a relevant factor in student attainment. The College recognises that at all times the process and procedures for suspension will be comprehensive, easy to access and use and available to all without discrimination.

### **7.4. Protected Characteristics**

- 7.4.1. Is there likely to be an adverse impact on people who share protected characteristics? If so, who may be affected and why? Or is it clear at this stage that it will be equality "neutral"?
- 7.4.2. It is not likely that this EIA will have a negative impact on people who share protected characteristics. The reason for this is that the EIA anticipates that personal circumstances may affect ability to appeal and makes reasonable allowances for this. For example, students may self-certify for religious holidays, medical appointments, antenatal appointments and caring responsibilities. This should reduce the potential for negative impact on people as a result of their religion or belief, disability, and/or pregnancy and maternity;
- 7.4.3. Gender is also relevant in terms of self-certification, as it is known that more female students than male students are primarily responsible for childcare.

### **7.5. Students with Disability**

- 7.5.1. References are made throughout the EIA to ensure that accommodation is made for students with disability. For example, lateness may be approved as a reasonable adjustment on a case-by-case basis. Similarly, the Academic Department should make reasonable adjustments for students being considered for suspension, whose attendance at panel hearings or other, has been affected by his or her disability to accommodate attendance at meetings.



## **7.6. Monitoring**

- 7.6.1. What action will you take to ensure that you are monitoring the impact of this Procedure?
- 7.6.2. Any complaints about the implementation of this process will be monitored. We also monitor student retention and achievement rates with reference to protected characteristics and take action to address potential equality issues.