



Withdrawal of Studies Policy

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1. Aim

- 1.1. This policy outlines the procedure that must be followed in order to withdraw a student from the programme of study at the London Churchill College (LCC).

2. Definition of Withdrawal

- 2.1. 'Withdrawal' is a wider term that means cessation of studies either temporary or permanently in relation to the Higher Education context.
- 2.2. LCC defines the term as a permanent status for a student who may leave the course other than successful completion of the programme of study or imposed by the College.
- 2.3. The College uses the following terminology to denote 'Withdrawal':
 - a) Student-led withdrawal is termed 'withdrawal';
 - b) The College-led withdrawal on the academic grounds is termed 'withdrawal';
 - c) The College-led withdrawal on the non-academic grounds with 'disciplinary element' is termed 'expulsion'.

3. Policy

3.1. Student-led withdrawal

- 3.1.1. Students considering withdrawal should discuss the circumstances with their Personal Tutor. The Personal Tutor may provide appropriate guidance and direction to the students by considering their circumstances;
- 3.1.2. A student seeking withdrawal from the programme of study, must fill and submitted the College Withdrawal Request Form to the Registrar;
- 3.1.3. The form will be reviewed by the Registry department and the outcomes letter will be communicated in writing. The letter will contain the date from which the withdrawal applies. The letter will also detail any conditions of withdrawal where these may apply (e.g. the return of outstanding library books or other equipment);
- 3.1.4. Any assessment submitted by the student prior to the date of withdrawal will be marked and considered at the next available Assessment and Progression Board;
- 3.1.5. Students who have withdrawn from the programme of study through their own choice should make a new admission application if they wish to join a course, whether studying the same or different programme. Where relevant and in line with academic regulations, recognition of any credit attained during their previous study may be taken into consideration. The decision to readmit will be made by the Admissions team, applying the relevant entry criteria for the course for which the student has applied.

3.2. The College-led Withdrawal

- 3.1. The College can undertake a withdrawal decision either on academic grounds or non-academic grounds:
 - a) Academic grounds: Unacceptable attendance and/or unsatisfactory academic progress. [Failure to achieve the minimum credit value will result the risk of withdrawal per the academic regulations.]



- b) Non-academic grounds: Non-payment of tuition fees, unacceptable behaviour, assault bullying, damage to College property and any action liable to bring the College into disrepute.

3.3. Reasons for withdrawing students (Academic Grounds)

- 3.3.1. Unacceptable attendance is usually identified when a student fails to attend classes/teaching activities. The College Attendance Policy clearly states the stages that are undertaken before imposing a withdrawal decision to a student;
- 3.3.2. A student is unsuccessful to meet the progression expectations in accordance with the College Progression and Completion Policy;
- 3.3.3. A suspended student not satisfying the conditions of return to study;
- 3.3.4. Withdrawal decision on the grounds of unsatisfactory academic progress or unacceptable attendance, will be taken by the Assessment and Progression Board.

3.4. Reasons for withdrawing students (Non-Academic Grounds)

- 3.4.1. Failure to pay tuition fees or other financial commitments to the College as outlined in the College's Tuition Fees Policy;
- 3.4.2. Any penalty compelled on the ground of misconduct or outcome of the Disciplinary Procedure.

4. Readmission

- 4.1. Students who have been withdrawn for reasons of non-attendance may be considered for re-admittance to the same or an alternative programme. Where relevant, and in line with academic regulations, recognition of any credit attained during their previous study may be taken into consideration. The decision to readmit will be made by the Admissions team, applying the relevant entry criteria for the course for which the student has applied;
- 4.2. Students who have been withdrawn as a result of breaches of the Student Code of Conduct will not be readmitted to the College.

5. Appeals

- 5.1. A student has rights to appeal a withdrawal decision if it is led by the College, providing there are valid grounds for an appeal.
- 5.2. An appeal is permissible only on the following grounds:
 - a) In circumstances where there is evidence that the College's Withdrawal of Studies Policy has not been followed.
 - b) New material evidence has emerged which the student was unable, owing to exceptional circumstances, to provide earlier in the process;
- 5.3. The appeal process must be considered the following stages:

5.2. Stage One: Formal Stage

- 5.2.1. A Student may lodge an appeal against the decision of the withdrawal by writing to the Registrar within 15 working days of receiving the written notification of the decision;



- 5.2.2. If the appeal is considered to be based on above valid grounds, the Registrar shall conduct the appeal review or nominate an appeal reviewer to investigate the claim;
- 5.2.3. The outcome of the appeal will be communicated to the applicant in writing and listed in the College's appeal logbook;
- 5.2.4. If the appeal is not upheld, the applicant will be informed of the right to request a review of Stage One, as well as instructions on how to do so and the time limits.

5.3. Stage Two: Review Stage

- 5.3.1. An applicant who wishes to have the Stage One decision reviewed must do in writing to the Senior Quality Assurance Officer (or nominee) within 10 working days of receiving the Stage One outcome;
- 5.3.2. If the request is deemed to be on reasonable grounds, the Senior Quality Assurance Officer will refer it to an Appeal Panel. However, if the request is rejected, the applicant shall be issued with a Completion of Procedures letter;
- 5.3.3. Following the exhaustion of Stage Two, following which the student may, if the matter has not been resolved to satisfactorily, proceed the case to Pearson or the Office of the Independent Adjudicator (OIA).

6. Equality Impact Assessment

- 6.1. Name of policy/procedure/decision: Withdrawal of Studies Policy;
- 6.2. This section sets out the requirements in relation to withdrawal procedures impact from an equality perspective and protected characteristics by posing the following questions and issues:

6.2. Equality 'Neutral'

- 6.2.1. 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?

6.3. Equitable Procedure

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

6.4. Protected Characteristics

- 6.4.1. 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"?
- 6.4.2. 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;

- 6.4.3. 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.

6.5. Students with Disability

- 6.5.1. 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 whose attendance at hearings or other, has been affected by his or her disability to accommodate attendance at withdrawal meetings.

6.6. Monitoring

- 6.6.1. What action will you take to ensure that you are monitoring the impact of this Procedure?
- 6.6.2. 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.