

Procedure for Dealing with Students Who Withdraw from the College Part Way through a Course

1. Student Responsibility

- 1.1. Students who withdraw part way through a course are required to notify the department or division and/or the Registry, in writing, of their intention to do so.
- 1.2. All students must return the College identity card and any keys for access to College property, books and any other College property to:

Undergraduates: the Senior Tutor or Personal Tutor

Postgraduates: Director of Postgraduate Studies, Course Organiser (taught course students) or Supervisor (research students).

2. Departmental/Divisional Responsibility

- 2.1. The Department will pass on notification of the student's withdrawal to the Registry who will update the student's record and assess any outstanding fees to be repaid. The Department will also notify Finance for students with bursaries.
- 2.2. The Registry will send confirmation of withdrawal to the student and inform ICT, Security, the Library and the Accommodation Office.
- 2.3. Academic Regulation 9.4 states that students must attend to the satisfaction of the Head of Department. Departments or Divisions must discuss with Registry any prolonged or unexplained absences, where no confirmation of withdrawal has been received nor an application for interruption of studies.

3. Note

- 3.1. This procedure covers only students who do not complete a course of study or research at the College and withdraw voluntarily. The procedure for those who complete is dealt with separately and automatically by the Registry normally at the end of each session.
- 3.2. The procedure for dealing with students who are required by the College to withdraw before completing a course of study is dealt with in Appendix 2 of the Academic Regulations.

Document title:	Procedures for Leavers who Withdraw		
Version:	N/A	Date:	N/A
Location and filename:	R:\7.Quality Assurance\3. Policy Framework\2. Admissions, Registration & Withdrawal\Procedure for Students who Withdraw		
Approved:	N/A		
Effective from:	Pre August 2009		
Originator:	Students Records and Data		
Contact for queries:	Head of Student Records and Data		
Cross References:			
Notes and latest changes:	Formatting changes made on 8 March 2016		