

# Hibernia College Quality Framework

## Procedure for Student-Initiated Withdrawals



HIBERNIA  
COLLEGE

## 1 Introduction

### 1.1 Purpose and Parent Policy

This procedure outlines the steps by which the College may deem a student withdrawn from their programme under the *Policy for Withdrawal from Studies*.

### 1.2 Responsibilities

#### a. Student responsibilities

- i. Students are responsible for familiarising themselves with the policies, procedures and regulations for their programme.
- ii. Students are also responsible for all consequences of withdrawal.

#### b. College responsibilities

- i. The Registrar has responsibility for implementing the procedure for withdrawals in consultation with the Director of Programme and with the support of the Director of Student and Alumni Support Services, as required.

## 2 Procedure

### 2.1 Procedure for Processing a Student-Initiated Withdrawal

#### a. Notification

- i. The student notifies the College of an intention to withdraw in writing to the Registrar's Department.

#### b. Confirmation

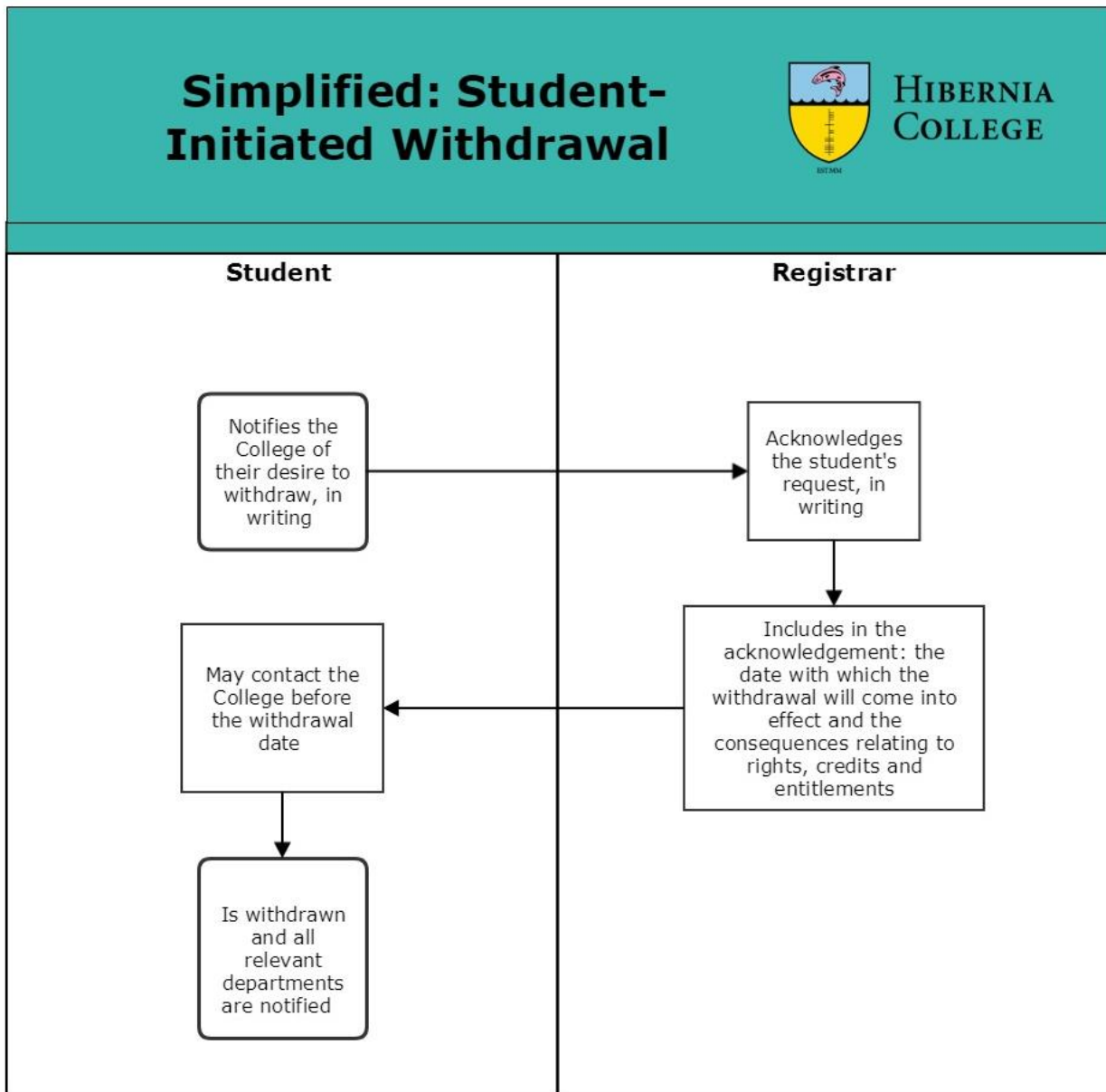
- i. The Registrar, or nominee, acknowledges the student's notification in writing, noting the:
  - Student's intention to withdraw
  - Date by which the withdrawal will come into effect (this is normally five working days after notification to the College.)
  - Consequences of withdrawal in respect of rights and entitlements
  - Student's entitlement to credit for any completed modules, pending a decision of the Board of Examiners.

#### c. Change of mind

- i. Unless the student contacts the College before the date that the withdrawal comes into effect to indicate a change of mind, the College proceeds to withdraw the student.

d. *Withdrawal*

- i. The Registrar, or nominee, withdraws the student from their programme, revoking all access rights and entitlements to the programme and College services.
- ii. The Registrar, or nominee, notifies all relevant College departments of the student's withdrawal.



### 3 Document Control

Document Title	Procedure for Student-Initiated Withdrawals
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Author	QA Officer		
Version	V.1	Adoption Date	28/06/2018
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Related Policies	<a href="#">Policy for Appeals</a> <a href="#">Policy for Student Support</a> <a href="#">Policy for Withdrawal from Studies</a>		
Related Procedures	<a href="#">Procedure for Appeals of Decisions on Evidence Excusing Non-engagement</a> <a href="#">Procedure for College Initiated Withdrawals due to Non-engagement</a>		
Related Resources	<a href="#">Application for an Appeal</a>		