



1 Introduction

1.1 Purpose and Parent Policy

This procedure is to assist students who are unable to successfully complete a programme in full to exit with any academic credit due in respect of modules completed under the *Policy for Access, Transfer and Progression*.

1.2 Responsibilities

a. Student responsibilities

- i. Students are required to communicate clearly and honestly with the College in respect of all their circumstances.

b. Staff responsibilities and faculty responsibilities

- i. Staff and faculty are required to communicate in a timely manner in respect of students for whom this procedure is relevant.

c. Office of the Registrar

- i. The Office of the Registrar is responsible for implementing this procedure in liaison with Director of Programme.

2 Procedure

2.1 Exiting a Programme Due to Failure of Modular Assessment(s)

Where a student has actively attempted and failed the assessment associated with a module that is required for successful completion of their programme, and has exhausted all repeat opportunities, following the end of the window for appeals, that student can no longer graduate from the programme.

a. College communication

- i. The Registrar writes to the student as soon as possible after the end of the window for appeal for the failed module in order to advise them of the following:
 - That they will not be able to graduate from their programme
 - That they are entitled to academic credit for any modules that they have completed
 - Whether they can exit the programme with an exit or embedded award
 - The modules for which fees have been paid and that they have an entitlement to complete (A student may complete modules from the programme in line with standard programme requirements but on the clear understanding that they cannot complete the programme itself.)
 - Any other options or information to support the student in exiting the programme.

b. Student options

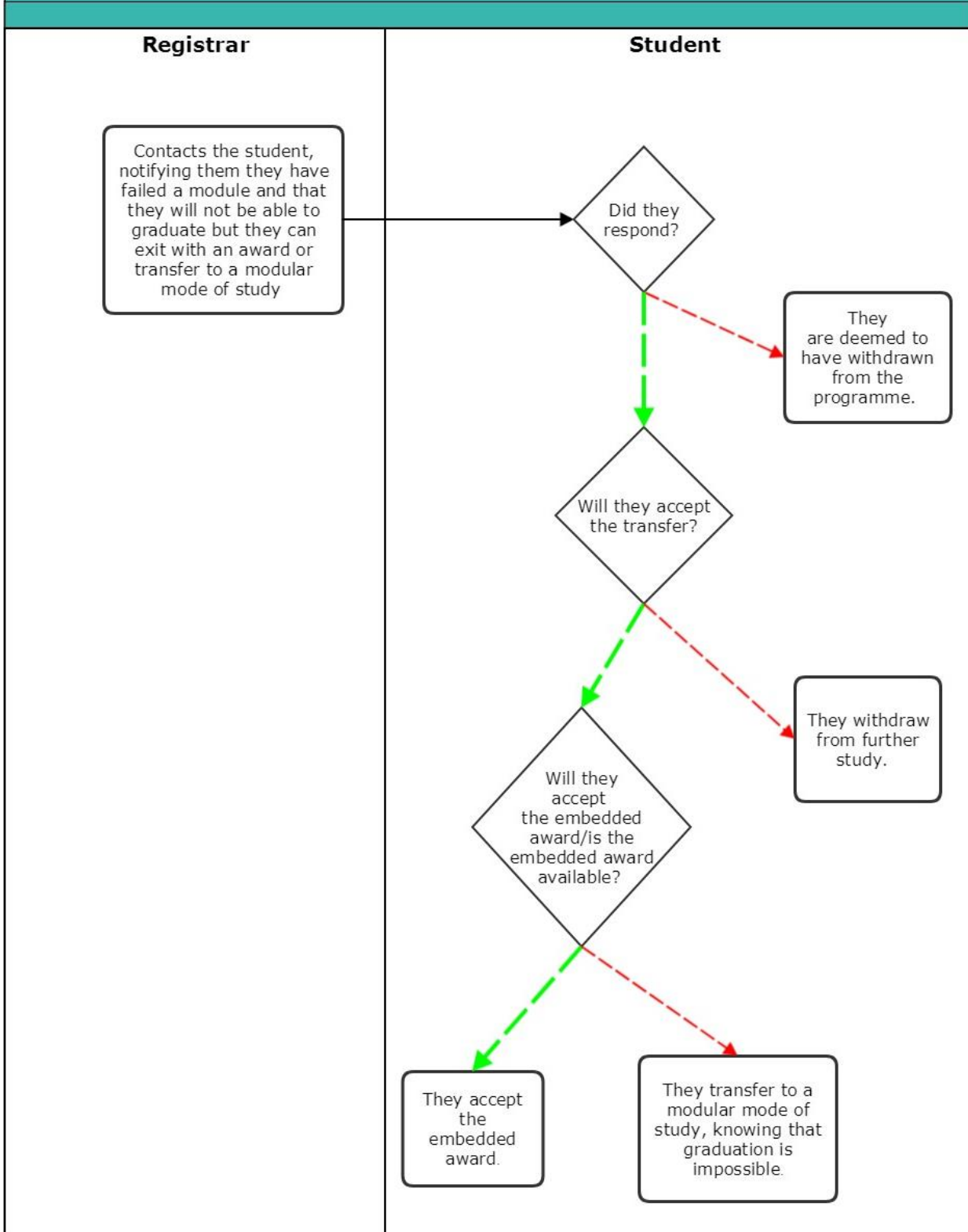
Where a student receives this communication, the student has the following options:

- i. To accept the transfer to the programme of an embedded award, where such an award is available.
- ii. To complete modules from the programme in line with standard programme requirements but on the clear understanding that they cannot complete the programme itself and understanding that graduation from the programme is not possible.
- iii. To withdraw from further study on the programme.

c. Non-communication: withdrawal

Where a student does not respond to a communication from the Office of the Registrar within 10 working days from its issue, the student will be deemed to have withdrawn from the programme. The *Procedure for College-Initiated Withdrawals due to Non-Engagement* will then apply.

Simplified: Assist Students to Exit a Programme



3 Document Control

Document Title	Procedure to Assist Failing Students to Exit Programmes		
Author	Registrar		
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Related Policies	Policy for Access, Transfer and Progression Policy for Assessment, Grading and Certification Policy for Withdrawal from Studies		
Related Procedures	Procedure for College Initiated Withdrawals due to Non-Engagement		
Related Resources			