



Suspension of Studies & Withdrawal Policy For UCO Students



Core Documentation Cover Page					
Suspension of Studies & Withdrawal Policy for UCO Students					
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V1.0	Aug 2012 Academic Council	Update to Previous Version	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Aug 2013
V2.0	Jun 2013 Academic Council	Annual Review To combine existing related processes which had previously been separate, and to document the procedure to underpin existing practice.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jun 2015
V3.0	Sep 2016 Academic Council	Biennial Review Major Amendment Reviewed further to the School being awarded Taught Degree Awarding Powers; Reference to the University of Bedfordshire removed to reflect School practice.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018
V4.0	Aug 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy and to update staff role titles.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018
Equality Impact					
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)					
Neutral equality impact (i.e. no significant effect)					X
Negative equality impact (i.e. increasing inequalities)					

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

SUSPENSION OF STUDIES AND WITHDRAWAL POLICY & PROCEDURE FOR UCO STUDENTS

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1. SCOPE

- 1.1 The Suspension of Studies & Withdrawal Policy & Procedure provides University College of Osteopathy (UCO) students with information regarding the process they should follow if they are considering suspending their studies or withdrawing from their course, and the support they can expect to receive.

2. INTRODUCTION

- 2.1 Students considering withdrawal or suspension of studies should discuss their situation with a member of the Student Support Team or a Course Leader in the first instance as there may be other options available.
- 2.2 Students are also advised to meet the Student Finance Officer to discuss the financial implications to them withdrawing from their course.

3. WITHDRAWING FROM A COURSE

- 3.1 Following on from the informal discussions, if the students chooses to withdraw they should follow the following process.
- 3.2 The Student completes the UCO Withdrawal Form (Appendix 1) and returns this to the Academic Registrar. The Academic Registrar may only complete the form on behalf of a student if:
 - a) the student has emailed their intention to withdraw, and the Academic Registrar has sent them a Withdrawal Form to complete, but this is not returned within 15 working days;
 - b) the student is deemed a “no show” having not completed registration or re-registration within 35 working days;
 - c) the student has been absent, without prior approval, for a period of 15 working days/six consecutive contact days and has been sent an email by the Academic Registrar to their UCO email address but has not responded within 15 working days;
 - d) the student is on a Tier 4 visa and does not meet visa attendance requirements;
 - e) the Board of Examiners has recommended that the student be withdrawn due to insufficient academic progress (as detailed in the relevant Course Handbook)
- 3.3 On receipt of the completed form, Registry updates the Student Record System and notifies:
 - a) The ICT Manager
 - b) The Head of Clinical Practice
 - c) The Student Finance Officer – If applicable Student Finance will also be notified.
- 3.4 For courses not validated by the UCO, the UCO will inform the relevant awarding body (e.g. LASER Learning for the Access course or University of Bedfordshire for the Professional Doctorate – see also the Suspension of Studies & Withdrawal Policy & Procedure for University of Bedfordshire Students).

- 3.5 In the case of international students in receipt of a Tier 4 Visa, Registry will also notify the UK Border Agency of a student's withdrawal from a course.
- 3.6 The date of last attendance should be noted as the last recorded interaction at the UCO, usually the date of the last class they attended.
- 3.7 The Academic Registrar will acknowledge the students withdrawal, in writing and including a copy of the withdrawal form where it has been completed on their behalf. The Student Finance Officer will be in touch separately to discuss any tuition fee liability, if applicable.
- 3.8 Where a student has withdrawn from the UCO, the Board of Examiners will consider the student's performance and the credits they have achieved to date and confer the highest award for which the student is eligible. Information on exit awards can be found in the relevant Course Information Form (CIF).
- 3.9 Further information on the financial implications of withdrawal is available in the Tuition Fee Policy & Financial Regulation for Students.

4. SUSPENSION OF STUDIES

- 4.1 The UCO expects students to normally complete their study in a single continuous period. However the UCO recognises that sometimes students are unable to do this for a variety of reasons.
- 4.2 Students who would like to request a suspension in their studies must first seek advice from the Student Support Department or their Course Leader as to the consequences of this suspension at this point in their studies.
- 4.3 Students do not have the automatic right to suspend their studies.
- 4.4 Suspension of studies will only be granted where good reason can be shown and supporting evidence provided (if applicable).
- 4.5 Students are advised to meet the Student Finance Officer to discuss the financial implications of them suspending their studies.
- 4.6 Students who suspend their studies surrender eligibility to apply for and participate in student schemes or discounts, including Council Tax exemptions and student travel or photocard schemes, for the duration of their suspension of studies.
- 4.7 The following process should be followed by students considering suspending their studies:
 - a) The student notifies Course Leader of their intention to suspend their studies. The Course Leader will discuss arrangements for the timeout period, including any rescheduling of any assessments
 - b) The student will complete the Suspension of Studies Form (Appendix 2), with the Course Leader, attaching any relevant supporting documentation.
 - c) The Course Leader will agree with the Student the period of suspension, dates for any outstanding assessments and the agreed date of return to the UCO. These will be noted on the form.

- d) The form is signed by the Course Leader and the student to agree the suspension of studies. The form will be given to Academic Registrar who updates the Student Record System and notifies:
 - i. The ICT Manager
 - ii. The Head of Clinical Practice
 - iii. The Student Finance Officer – if applicable, Student Finance will also be notified.
 - e) For courses not validated by the British UCO of Osteopathy, the UCO will inform the relevant awarding body (e.g. LASER Learning for the Access course or University of Bedfordshire for the Professional Doctorate - see also the Suspension of Studies & Withdrawal Policy & Procedure for University of Bedfordshire Students).
 - f) In the case of international students in receipt of a Tier 4 Visa, Registry will also notify the UK Border Agency of a student's suspension of studies from a course. Students will need to apply for a new CAS letter and visa on their return to studies.
- 4.8 Students will normally only be allowed to suspend their studies for the remainder of the academic year, returning at the beginning of the next academic year.
- 4.9 Students should note that there is a possibility that their course may undergo substantial changes or stop running during the period of suspended studies, and that this may affect their ability to return to their current course.
- 4.10 The date of last attendance should be noted as the last recorded interaction at the UCO, usually the date of the last class they attended. The expected return date will be the beginning of the next academic year, unless otherwise agreed.
- 4.11 The Academic Registrar will acknowledge the students suspension of studies, in writing. The Student Finance Officer will be in touch separately to discuss any tuition fee liability, if applicable.
- 4.12 Students will be assumed to be returning on their expected return date unless the Academic Registrar is otherwise notified. Students who do not complete their registration in the required period will be withdrawn as above.
- 4.13 The maximum period of time a student is able to suspend their studies for is normally one year (at a time). All courses have a maximum completion time which is detailed in course handbooks.
- 4.14 Further information on the financial implications of suspension of studies is available in the Tuition Fee Policy & Financial Regulation for Students.

APPENDIX 1: SUSPENSION OF STUDIES & WITHDRAWAL POLICY WITHDRAWAL FROM STUDIES FORM

This form is for fully enrolled students who wish to withdraw from their studies completely.

Name		Student ID Number	
Course		Date of birth	
Mode (FT / PT)		Telephone number	
Year		Personal email	

Reason for withdrawing (please tick one box):				Academic Reasons	Progress	
Domestic (personal/family issues)	<input type="checkbox"/>	Financial	<input type="checkbox"/>	Other (note below)		
Professional	<input type="checkbox"/>	Health	<input type="checkbox"/>			
Are you transferring to another university? (Please delete as appropriate)						Yes / No
Course		Institution				

Signatures

Student			
Signature		Date	

Staff			
Either: Form received from student.			
Or: I certify that the student has ceased to attend the course without formally notifying the Registry Office or has been withdrawn for insufficient academic progress			
Signature		Date	

APPENDIX 2: SUSPENSION OF STUDIES & WITHDRAWAL POLICY SUSPENSION OF STUDIES FORM

This form is for fully enrolled students who wish to suspend their studies.

Name		Student ID Number	
Course		Date of birth	
Mode (FT / PT)		Telephone number	
Year		Personal email	

Reason for suspension of studies (please tick one box):			
Domestic (personal/family issues)	<input type="checkbox"/>	Financial	Other (note below)
Professional	<input type="checkbox"/>	Health	

Last date of attendance:	
Date of restart:	
Course/year/mode returning to (if different to above):	

Assessments Completed:	Grade Achieved:

Signatures:

Student			
Signature		Date	
Course Leader			
Signature		Date	