

UCD Withdrawal Procedure



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Policy Owner:

Administrative
Services,
UCD Registry

Approved:

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Academic Council

1 Purpose

UCD recognises that for a variety of reasons a student may need to withdraw from their programme and the University. It further recognises that in some cases a student may, at a later date, apply for re-admission to the programme. This procedure document is intended to:

- Provide students who are thinking of withdrawing from their studies with important information about what it means to withdraw, including where they can seek further support and advice¹.
- Support students and staff by clarifying the procedures for withdrawal and applying for re-admission.

2 Definitions

2.1 Withdrawal

Withdrawal is where a student leaves their programme of study permanently and ends all activity associated with their studies before they have completed the programme for which they are registered. A student does not need permission to withdraw but must notify the appropriate Governing Board² in writing, using the official UCD Withdrawal form, of their intention to withdraw. Students should submit their completed forms, along with their student card to their College/School Office³.

¹ There are a variety of support systems within UCD where a student may seek further advice and assistance. While the College/ School Office/Graduate School Office is the primary point of contact, an up-to-date list of UCD support systems can be accessed at <http://www.ucd.ie/students/support/>

² Refers to the relevant governing board of the programme, i.e. Programme Board, Graduate School Board and Graduate Taught Programme Board.

³ **All notifications from students on undergraduate programmes are submitted to their College/School Office and notifications from students on graduate programmes are normally submitted to their Graduate School Office.**

Please note: up to until the end of the CAO season, an undergraduate entrant may cancel acceptance with Admissions that will cancel registration. For further information, please contact UCD Admissions. Contact details can be found at www.ucd.ie/admissions

Up to 01 October, a graduate entrant may cancel acceptance and should inform their College/School Office.

Note: Students remain liable for fees up to the date on which they formally submit the withdrawal notification form to their College/School Office⁴.

2.2 Retrospective withdrawal

Retrospective withdrawal is not normally permitted. However, it may be granted by a Governing Board where it is satisfied that

- a. The student has extenuating circumstances
- b. There is no other available solution for the student given their circumstances, and,
- c. The student has not been engaged in any programme activity⁵.

3 Scope

This withdrawal procedure document only applies to students i.e. those who have confirmed their registration⁶. It relates to all undergraduate and graduate programmes offered by the University and is effective across the University. Students registered to programmes that are run collaboratively with other institutions should normally notify their home institution of their intention to withdraw.

In addition, the *Withdrawal Procedure* provides information regarding cancellation and deactivation of a student's registration.

4 Principles

4.1 Withdrawal from a programme and re-admission

4.1.1 Withdrawal notification

- 4.1.1.1 If a student is considering withdrawing from their programme of study, they should first contact their College/School Office/Graduate School Office. Any concerns a student may have are normally addressed in the first instance by the College/School Office/Graduate School Office, who will also invite the student to meet with the Academic Programme Director (and, in the case of students on graduate research programmes, their Principal Supervisor) and Student Adviser.

Students considering withdrawing are advised that the sooner they contact their College/School Office/Graduate School Office, the more options their Governing Board will have to support them.

⁴ Information on the fees' implications of withdrawing for all students can be found on the Fees section of the UCD Registry website at <http://www.ucd.ie/students/fees/withdrawal.html> and information on refunds can be accessed at <http://www.ucd.ie/students/fees/refunds.html>. Please note that a student's fees liability is in line with the official dates published on the Fees website (<http://www.ucd.ie/students/fees/index.html>).

⁵ A retrospective withdrawal application is not a replacement for an extenuating circumstances application: where there has been student programme activity an extenuating circumstances application would seem most appropriate. Retrospective withdrawal is an additional option that may be considered by the Governing Board where circumstances warrant it.

⁶ Please note: where someone has not confirmed their registration, they are not a student. Also, those who are attending their programme but do not confirm their registration within a defined period (normally the first six weeks of the trimester/term) are liable for a late registration fine (see item 5.2 - deactivation of registration) for further information. Please see <http://www.ucd.ie/students/fees/index.html>. Students who have accepted a place via CAO and subsequently accept an offer elsewhere in a later round of CAO offers are automatically withdrawn

- 4.1.1.2 If a student decides to withdraw from their programme of study, it is their responsibility to notify the University. Notifications must be made on the official Withdrawal Form and should clearly state a student's reason(s) for withdrawing.
- 4.1.1.3 From 1 August 2016, the standard withdrawal form can be accessed and completed via SISWeb by selecting Programme Services and My Leave of Absence/Withdrawal Requests. Students should still return their student card to their College/School Office as appropriate. Students making an application for a retrospective withdrawal from their programme are still required to complete a paper form.
- 4.1.1.4 Standard programme withdrawal notifications, made via SISWeb, are communicated to Registry after your College/School Office has authorized them. Students will receive email confirming their submission and when this request has been processed on their record. Once processed, a withdrawal notification will be effective from the date submission. In the case of an application for retrospective withdrawal, the College/School Office notifies UCD Registry of the Governing Board decision via existing delegated authority mechanisms along with instructions relating to any existing academic history completed by the student, and sends the returned student card to the Student Record Team.
- 4.1.1.5 Withdrawal notifications are noted at the Governing Board.
- 4.1.1.6 Applications for retrospective withdrawal must be approved by the Governing Board.

Note: Where a student does not formally notify the University that they are withdrawing, this may have a negative impact on their fees status, transcript and re-admission applications.

- For example, where a student does not notify the University that they are withdrawing, their registration status will continue to show them as registered. This may lead to them receiving NG or ABS grades for modules they remain registered to, and to a standing of 'fees owing' with appropriate fees holds on their account.

4.2 Implications of withdrawing

4.2.1 Student status and registration

When a student notifies the University that they are withdrawing from their programme, their registration is terminated and they are no longer a student of the University (effective from the date on which they formally submit the withdrawal notification form to their College/School Office).

4.2.2 Grants and payments under grants

If a student receives external funding, including grants, and they intend to withdraw from their programme, they should consult with the sponsoring/funding agency e.g. SUSI, County Council, hospital, after they have spoken to their College/School Office.

- a. Continuous registration is a requirement of stipendiary scholarships as per the Revenue Commissioners. Normally this means that a student will not receive grant payments when they have withdrawn.
- b. Where a student withdraws, they may be asked to return some or all of the monies received under the grant scheme pertinent to them.

4.2.3 Fees

Students remain liable for fees up to the date on which they submit their Withdrawal Notification Form to their College/School Office⁷ – see 2.1 above, including footnote). If a

⁷ A student's fees liability is in line with the official dates published on the Fees website

student would like specific information on their potential withdrawal fees implications, they should contact the UCD Student Desk⁸.

- a. Students should also be aware that they will not be re-admitted to the University where they are in bad financial standing with the University i.e. where they owe monies to UCD (see item 4.3.3 for additional information). The UCD debt carry-over facility of continuing undergraduate students applies to students seeking re-admission. The facility does not apply to graduate students or undergraduate students at the end of their final year of studies.⁹
- b. Students who are resident in UCD Residences should contact the residences for information on the potential residences' fees implications of withdrawing.¹⁰
- c. Students on undergraduate programmes who are withdrawing on medical grounds should refer to the 'Withdrawing from a programme' page on the Fees website at <http://www.ucd.ie/students/fees/withdrawal.html>.

4.2.4 Immigration issues

An international student with a residence permit from the Garda National Immigration Bureau (GNIB) is advised to consult with the International Student Adviser prior to withdrawing. The validity of a GNIB residence permit may be affected by college registration status.

4.2.5 Campus entitlements

Where a student has withdrawn from their programme of study they are not entitled to use the facilities of the campus. This includes, for example, health services, the library, UCD Residences and Blackboard.

4.3 Other options to consider

4.3.1 Other options 1: Extenuating Circumstances

If a student is considering withdrawing due to extenuating circumstances they should refer to the [Policy on Extenuating Circumstances](#) (students on undergraduate and graduate taught programmes) or [Policy on Theses in Graduate Research Programmes](#) (students on graduate research programmes).

4.3.2 Other options 2: Leave of Absence

If a student needs to take a specified period of time off from their programme they should refer to the *Leave of Absence Academic Policy*¹¹ for further information.

What is the difference between withdrawing and taking a leave of absence?

- Where a student who has withdrawn from their programme wishes, at a later date, to return to that programme, they must apply to be re-admitted.
- Where a student has taken a leave of absence from their programme they have the right to resume their studies at the end of the approved leave of absence period (subject to the University's Rules, Regulations, codes and policies, and the programme regulations and structure in place at the time of their re-registration).

<http://www.ucd.ie/students/fees/feepaymentdates.html>

⁸ Information on the opening hours of the Student Desk can be found at <http://www.ucd.ie/students/studentdesk/openinghours.html>

⁹ Information on the Debt carry-over facility can be found at <http://www.ucd.ie/students/fees/nonpayment.html>.

¹⁰ Contact details for UCD Residences can be found at <http://www.ucd.ie/residences/contactus/> and the UCD Residences refunds policy can be accessed at <http://www.ucd.ie/residences/policies/>.

¹¹ <http://www.ucd.ie/leaveofabsence>

4.3.3 Other options 3: Financial assistance

If a student is considering withdrawing due to financial difficulties or hardship, they should contact their Student Adviser to see if they are eligible for financial assistance.¹² Students may also contact the Students' Union Welfare Officer for information on financial assistance.¹³ However, the Student Welfare Fund and Student Assistance Fund cannot be used for tuition fees and cannot be used by someone who is not a registered student.

4.3.4 Other options 4: First year withdrawal (deferral)

Undergraduate programmes:

- Students admitted through the CAO should contact UCD Admissions (<http://www.ucd.ie/registry/admissions/index.html>) or refer to <http://www.ucd.ie/registry/admissions/deferral.html> if they wish to defer their place.
- Students admitted through a route other than CAO should contact the office from which the offer issued if they wish to defer their place.

Graduate programmes:

- Applicants to UCD graduate programmes who wish to defer a place they have been offered should contact their College/School Office to see if this is permissible. Information is also available at http://www.ucd.ie/registry/admissions/Apply_deferral.html

4.4 Re-admission

A student who has withdrawn from their programme of study can apply to the University for re-admission to the programme.

- 4.4.1 If a student wishes to be re-admitted to a programme they previously withdrew from they should contact the College/School Office in the first instance for advice on the application procedure. Applications for undergraduate re-admission at the start of Stage 1 must normally be made through the CAO.
- 4.4.2 A student who has withdrawn and wishes to seek admission to a different programme in UCD should contact Admissions, UCD Registry (for undergraduate programmes) or the relevant College/School Office (for graduate programmes).
- 4.4.3 UCD Admissions sends the re-admission application to the relevant Governing Board/Admissions Tutor for approval as required.
- 4.4.4 Governing Board/Admissions Tutor decisions to re-admit students are communicated to UCD Registry via existing delegated authority mechanisms, and UCD Registry amends the student record accordingly. Applicants will normally be informed of the outcome of their application by UCD Admissions or by the relevant College/School Office.

Credit previously earned will be reviewed and applied to the programme of study when a student returns provided that the learning outcomes are still relevant.

As per section 5.12 of Academic Regulations, a Governing Board may allow a returning student to repeat modules that the student had previously passed, failed, or both, during

¹² Further information can be accessed at <http://www.ucd.ie/studentadvisers/financial.html> and contact details for UCD Student Advisers can be found at <http://www.ucd.ie/studentadvisers/>

¹³ Information on the financial supports/funds that can be provided via the UCD Students' Union can be accessed at <https://www.ucdsu.ie/canwehelp/finance/> and contact details for the Welfare Officer can be found at <http://ucdsu.ie/>

their previous period of registration as equivalent to first attempts upon their subsequent registration where certain criteria are met.

A student who is re-admitted to a programme is governed by the University's Rules, Regulations, codes and policies, and the programme regulations and structure in place at the time of their re-admission.

5 Additional information: confirmation of registration status and deactivation

5.1 Confirmation of registration status

The University reserves the right to amend a student's registration if it determines that the registration is not reflecting the student's situation. The relevant programme determines whether the student record should be amended. This decision will be based on local information and information provided by Registry.

The effective date of cancellation is a formal date, prior to which the student record will reflect that the student was at UCD.

*Note: A student remains liable for fees up the cancellation date.*¹⁴ For additional information, please see the note following item 4.1.1.6 above.

5.2 Deactivation of registration (including reactivation)

A student who does not confirm their registration at the start of the academic session has their registration deactivated after week 6 of Trimester 1. Registration can only be reactivated during Trimester 1 where the student informs the UCD Student Desk and pays the late registration fee¹⁵.

If a student wishes to resume their programme at any point after Trimester 1 they must formally apply to their Governing Board for re-admission as per existing procedures (see sub-section 4.4 above) and by the established submission dates.¹⁶

6 Roles and responsibilities

The roles and responsibilities of the key parties – the student, the College/School Office, Governing Board and UCD Registry – are defined as follows:

6.1 The Responsibilities of the Student

In order that the University may best support students who wish to withdraw from their programme of study the student must:

- 6.1.1 Seek advice and support as soon as possible where they wish to withdraw from their programme of study. A student should first contact their College/School Office/Graduate School Office;
- 6.1.2 Make sure they understand the possible implications of withdrawing (and the implications of not formally notifying the University that they are withdrawing);
- 6.1.3 Make sure they understand options other than withdrawal, where relevant;

¹⁴ Please note that a student's fees liability is in line with the official dates published on the Fees website (<http://www.ucd.ie/students/fees/>).

¹⁵ Please note that a student's fees liability is in line with the official dates published on the Fees website (<http://www.ucd.ie/students/fees/>).

¹⁶ Information on re-admission submission dates can be found at http://www.ucd.ie/registry/admissions/Apply_Read.html

- 6.1.4 Notify the University of their intention to withdraw by completing their online withdrawal form via SIS, along with returning their student card, to the College/School Office;
- 6.1.5 Inform their sponsor/funding agency that they are withdrawing, where relevant;
- 6.1.6 Inform UCD Residences as soon as possible, where relevant.

Where a student wishes to be re-admitted to a programme they previously withdrew from they should:

- 6.1.7 Contact the College/School Office in the first instance for advice on the application procedure.

Where a student who has withdrawn wishes to seek admission to a different programme in UCD they should:

- 6.1.8 Contact UCD Registry, Admissions, in the case of undergraduate programmes, or
- 6.1.9 Contact the relevant College/School Office in the case of graduate programmes.

Where a student wishes to have their registration reactivated in Trimester 1 they should:

- 6.1.10 Seek academic advice in relation to registering late to their programme and modules;
- 6.1.11 Inform the UCD Student Desk and pay the late registration fee.

6.2 The Responsibilities of the College/School/Graduate School Office

The student's first point of contact¹⁷ shall:

- 6.2.1 Ensure the student is informed of the possible implications of withdrawing;
- 6.2.2 Explore possible alternatives to withdrawing with the student;
- 6.2.3 Provide information to a student on additional support systems within the University;
- 6.2.4 Advise students to discuss their intention to withdraw with a member of the academic staff of their programme e.g. Programme Director;
- 6.2.5 Take receipt of the completed official Withdrawal form and returned student card;
- 6.2.6 Submit the form for the information or consideration¹⁸ of the relevant Governing Board;
- 6.2.7 Inform the student of the relevant Governing Board's decision (in the case of retrospective applications) in writing/by email;
- 6.2.8 Inform all relevant personnel within a School of the student's withdrawal in writing/by email;
- 6.2.9 Inform UCD Registry of the student's withdrawal by either (i) submitting the relevant Governing Board's decision via the online Student Decisions tool and returning the student card to Student Records (UCD Registry) or (ii) communicating the decision of the Governing Board via existing delegated authority mechanisms and sending the returned student card to Student Records (UCD Registry).

With regard to applications for re-admission, the applicant's first point of contact shall:

¹⁷ Students on undergraduate programmes should contact their College/School Office and students on graduate programmes should contact their College/Graduate School Office in the first instance.

¹⁸ A student who is withdrawing, does not need the approval of their Governing Board unless they are seeking to have their withdrawal applied retrospectively.

- 6.2.10 Provide information to the applicant on the application procedure;
- 6.2.11 Inform UCD Registry of the Governing Board's decision via existing delegated authority mechanisms.

6.3 The Responsibilities of the Governing Board

With regard to withdrawal, the Governing Board shall:

- 6.3.1 Consider retrospective applications where a/ the student has extenuating circumstances, b/ there is no other available solution for the student given their circumstances and c/ the student has not been engaged in any programme activity for the period of the withdrawal they are requesting;
- 6.3.2 In cases where a retrospective withdrawal application is approved and where required, instruct UCD Registry in writing (via existing delegated authority mechanisms) to remove a student's academic history relating to the approved retrospective withdrawal period from their student record;¹⁹
- 6.3.3 Specify how students registered to programmes that are run collaboratively with other institutions notify their intention to withdraw and ensure a clear means of communicating such information between institutions.

With regard to applications for re-admission to the programme, the Governing Board shall:

- 6.3.4 Consider the application for re-admission to the programme. As part of this, review credit previously earned to determine whether the learning outcomes are still relevant and therefore that the credit should be applied to the programme of study. As per section 5.12 of Academic Regulations, a Governing Board may allow a returning student to repeat modules that the student had previously passed, failed, or both, during their previous period of registration as equivalent to first attempts upon their subsequent registration where certain criteria are met.

With regard to confirmation of registration status the Governing Board shall:

- 6.3.5 On the delegated authority of Academic Council and upon receipt of information from UCD Registry as well as local information, confirm student registration status.
- 6.3.6 Inform UCD Registry, via existing delegated authority mechanisms, as soon as possible of receipt of information from UCD Registry whether a student record should be amended or not.

6.4 The Responsibilities of UCD Registry

UCD Registry, on behalf of the University shall:

- 6.4.1 Update and amend individual student records according to the delegated authority decisions received from the College/School Office/Graduate School Office;
- 6.4.2 Carry out the necessary investigations to determine confirmation of registration status and send the findings to the relevant programme (Administrative Services);
- 6.4.3 Deactivate/reactivate a student who does not confirm their registration at the start of the academic session (see item 5.2 above) (Administrative Services);
- 6.4.4 Send re-admission applications to the relevant Governing Board/Admissions Tutor for approval as required (Admissions).

¹⁹ All requests to remove the academic history of students with an approved retrospective withdrawal will be submitted by UCD Registry (Assessment) for the consideration and decision of ACCE on a case-by-case basis as set down within the *Grade Approvals Process Policy*.

7 Version History - Tracking Information

Version History

Version	Date	Summary of Changes	Changed by
1.0	08.02.2011	First draft	Martina Boyle
1.1	25.02.2011	Amendments made following Policy Working Group discussion	Martina Boyle
1.2	28.04.2011	Minor amendments made following Policy Working Group discussion	Martina Boyle
1.3	08.06.2011	Amendments made following consultation process and Policy Working Group review	Martina Boyle
1.4	09.11.2011	Amendments made following additional consultation with Admissions and Policy Working Group review.	Martina Boyle
1.5	01.12.2011	Amendment made to item 2.5 following UUPB/UGPB review	Martina Boyle
1.6	20.06.2012	Amendments proposed following the Stage 1 review and Policy Working Group consideration of feedback received.	Martina Boyle/Hanna Laitinen
1.7	28.08.2012	Amendments proposed following the Stage 1 review and Policy Working Group consideration of feedback received.	Hanna Laitinen
1.8	29.07.2016	Amendments to provide for online forms rather than paper forms, and to move to new policy template.	Martina Boyle
1.9	25.07.2016	Editorial amendments to align language and grading references to new Academic Regulations.	Caroline McTeigue