Section 8 - Student Supports

Subject:	Policy on Learners seeking to Withdraw from Programmes
Applicable QQI Core Standard	Support for Learners

Date Approved by Board of Directors:			**July 2019**
Policy Version	1/2019	Date due for Revision	February 2024

CONTEXT

The College recognises that students may require for a variety of reasons to withdraw from a programme. Moreover, the College acknowledges that students making a decision to withdraw from their programme of study should be supported to explore other options available to them, with withdrawal seen as a last resort. All students considering withdrawal from their studies should seek academic advice and student guidance. While all faculty and the Student Support Officer are available to discuss a withdrawal decision, the student will be required to discuss their decision formally with the Registrar, the Programme Director and the Director of Studies. The College is also obliged to inform the student that their decision has important implications.

POLICY STATEMENT

ICHAS recognises and supports the rights of learners to withdraw from their programme of study. The College supports students who make such choices and aims provide pastoral support for students making such decisions. Formal identification of voluntary suspension must also occur with the student being informed of all implications arising from the change in status which occurs after withdrawal.

SCOPE

Applies To	Staff	Students	Both	
			✓	
Responsible for Implementation	Registrar			
Responsible for Monitoring & Review	Vice President (Corporate Affairs)	Vice President (Academic Affairs)	Registrar	Quality Assurance & Enhancement Officer
		✓		

RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Quality and Qualifications Ireland (2016) Statutory Quality Assurance Guidelines Developed by QQI for use by all Providers
- European Association for Quality Assurance in Higher Education (ENQA) et al (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance Guidelines Developed by QQI For Independent/Private Providers Coming To QQI On A Voluntary Basis
- Government of Ireland (2012) Qualifications & Quality Assurance (Education and Training Act.
- Protection of Enrolled Learners: Protocols for Implementation of Part 6 of the 2012 Act.

Linked Policies and Procedures

Linked Policies	
Linked Procedures	Procedures associated with Learners seeking to Withdraw from Programmes