



# UCD Withdrawal Procedure

Approved by Academic Council on 08 December 2011

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|----------------------------|---|
| <b>Procedure Title</b>     | Withdrawal  |
| <b>Policy Officer</b>      | Martina Boyle, Academic Secretariat   |
| <b>Date Approved</b>       | 08 December 2011  |
| <b>Date Effective From</b> | January 2012 (Note: this replaces the <i>Policy on Withdrawal for Graduate Research Degrees</i> ) |
| <b>Last updated</b>        |   |

## 1. Introduction and Scope

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 advice.<sup>1</sup>
- Support students and staff by clarifying the procedures for withdrawal and applying for re-admission.

This withdrawal procedure document only applies to students i.e. those who have confirmed their registration.<sup>2</sup> 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.

## 2. Withdrawal from a programme and re-admission

### 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 Programme Board/Graduate Board<sup>3</sup> in writing on the official UCD Withdrawal form of their intention to withdraw. Students should submit their completed forms, along with their student card to their Programme Office/School Office<sup>4</sup>.

*Note: Students remain liable for fees up to the date on which they formally submit the withdrawal notification form to their Programme Office/School Office.<sup>5</sup>*

<sup>1</sup>There are a variety of support systems within UCD where a student may seek further advice and assistance. While the Programme Office/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/studentsupport.html>.

<sup>2</sup>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 semester/term) are liable for a late registration fine. Please see <http://www.ucd.ie/registry/adminservices/fees/finest.htm>. Students who have accepted a place via CAO and subsequently accept an offer elsewhere in a later round of CAO offers are automatically withdrawn.

<sup>3</sup>Throughout this document, 'Programme Board/Graduate Board' is used to refer to the relevant governing board of the programme, i.e. Programme Board, Graduate School Board and Graduate Taught Programme Board.

<sup>4</sup>**All notifications from students on undergraduate programmes are submitted to their Programme Office and notifications from students on graduate programmes are normally submitted to their School Office/Programme Office.** Please note: up to 01 October, an undergraduate entrant may cancel acceptance with Admissions which will cancel registration. For further information, please contact UCD Admissions (contact details can be found at <http://www.ucd.ie/registry/admissions/who.html#contact>). Up to 01 October, a graduate entrant may cancel acceptance and should inform their School Office/Programme Office.

<sup>5</sup>Information on the fees' implications of withdrawing for all students can be found on the Fees and Grants section of the UCD Registry website at [http://www.ucd.ie/registry/adminservices/fees/withdrawing\\_from\\_a\\_course.htm](http://www.ucd.ie/registry/adminservices/fees/withdrawing_from_a_course.htm) and information on refunds can be accessed at <http://www.ucd.ie/registry/adminservices/fees/refunds.htm>.



## 2.2 Withdrawal notification

- 2.2.1 If a student is considering withdrawing from their programme of study they should first contact their Programme Office/School Office/Graduate School Office. Any concerns a student may have are normally addressed in the first instance by the Programme Office/School Office/Graduate School Office, who will also invite the student to meet with the Academic Programme Co-ordinator/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 Programme Office/School Office/Graduate School Office, the more options their Programme Board/Graduate Board will have to support them.**

- 2.2.2 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<sup>6</sup> and should clearly state a student's reason(s) for withdrawing.
- 2.2.3 A student should submit their completed form, along with their student card, to the Programme Office/School Office. The Programme Office/School Office shall give the student a photocopy of their form that has been signed and dated by the Programme Office/School Office.
- 2.2.4 The Programme Office/School Office notifies UCD Registry of the date of withdrawal by sending the completed form and returned student card to UCD Registry. Registry amends the student's record and deactivates the student card from the date of withdrawal (as recorded on the form).
- 2.2.5 Withdrawal notifications are noted at the Programme Board/Graduate 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 grades for modules they remain registered to, and to a standing of 'fees owing' with appropriate fees holds on their account.

## 2.3 Implications of withdrawing

### 2.3.1 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 Programme Office/School Office).

### 2.3.2 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. county council, hospital, after they have spoken to their Programme Office/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.

<sup>6</sup>The Withdrawal form can be accessed at <http://www.ucd.ie/registry/academicsecretariat/pol.htm#w>.



### 2.3.3 Fees

Students remain liable for fees up to the date on which they submit their Withdrawal Notification Form to their Programme Office/School Office<sup>7</sup> – see 2.1 above, including footnote). If a student would like specific information on their potential withdrawal fees implications they should contact the UCD Student Desk.<sup>8</sup>

- 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 2.4.3 for additional information).
- b. Students who are resident in UCD Residences should contact the residences for information on the potential residences' fees implications of withdrawing.<sup>9</sup>
- c. Students on undergraduate programmes who are withdrawing on medical grounds should refer to the 'Withdrawing from a programme' page on the Fees and Grants website at [http://www.ucd.ie/registry/adminservices/fees/withdrawing\\_from\\_a\\_course.htm](http://www.ucd.ie/registry/adminservices/fees/withdrawing_from_a_course.htm).

### 2.3.4 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.

### 2.3.5 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.

## 2.4 Other options to consider

### 2.4.1 Other options 1: Extenuating Circumstances

If a student is considering withdrawing due to extenuating circumstances they should refer to the *Student Guide to the Policy on Extenuating Circumstances*<sup>10</sup> (students on undergraduate and graduate taught programmes) or *Policy on Theses in Graduate Research Programmes*<sup>11</sup> (students on graduate research programmes).

### 2.4.2 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*<sup>12</sup> 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).

<sup>7</sup>A student's fees liability is in line with the official dates published on the Fees and Grants website (<http://www.ucd.ie/registry/adminservices/fees/fag.html>).

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

<sup>9</sup>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/studentpages/refunds/>.

<sup>10</sup>The Student Guide and application form can be accessed at <http://www.ucd.ie/registry/academicsecretariat/pol.htm#e>.

<sup>11</sup>This policy and the extenuating circumstances extension application form can be accessed at <http://www.ucd.ie/registry/academicsecretariat/pol.htm#g>.

<sup>12</sup><http://www.ucd.ie/leaveofabsence>



### 2.4.3 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.<sup>13</sup> Students may also contact the Students' Union Welfare Officer for information on financial assistance.<sup>14</sup> 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.

### 2.4.4 Other options 4: First year withdrawal (deferral)

Undergraduate programmes:

- Students admitted through the CAO should contact UCD Admissions (<http://www.ucd.ie/registry/admissions/contactus/>) or refer to [https://myucd.ucd.ie/programme\\_info/gen\\_reg.ezc#defer](https://myucd.ucd.ie/programme_info/gen_reg.ezc#defer) 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 Programme Office/School Office to see if this is permissible. Information is also available at [http://www.ucd.ie/apply/grad\\_taught\\_apps.html](http://www.ucd.ie/apply/grad_taught_apps.html).

## 2.5 Re-admission

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

- 2.5.1 If a student wishes to be re-admitted to a programme they previously withdrew from they should contact the Programme Office/School Office in the first instance for advice on the application procedure. All applications for re-admission are subject to UCD Admissions policy.<sup>15</sup> Applications for undergraduate re-admission at the start of Stage 1 must normally be made through the CAO.
- 2.5.2 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 School/Programme Office (for graduate programmes).
- 2.5.3 UCD Admissions sends the re-admission application to the relevant Programme Board/Graduate Board/Admissions Tutor for approval as required.
- 2.5.4 Programme Board/Graduate 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 Programme Office/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.

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.

<sup>13</sup>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/advisers/index.html>.

<sup>14</sup>Information on the financial supports/funds that can be provided via the UCD Students' Union can be accessed at <http://ucdsu.ie/site/view/51/> and contact details for the Welfare Officer can be found at <http://ucdsu.ie/>

<sup>15</sup>For further information please refer to the UCD Admissions website at [https://myucd.ucd.ie/programme\\_info/transfer.ezc#Readmission](https://myucd.ucd.ie/programme_info/transfer.ezc#Readmission).



## Tracking Information

### Personnel

| Role  | Name                 | e-mail                  | tel  |
|---|----------------------|-------------------------|------|
| Academic Sponsor and Chair  | Dr. Eilis Hennessy   | eilis.hennessy@ucd.ie   | 8362 |
| Graduate School Director, College of EMPS                               | Prof. Pdraig Dunne   | padraig.dunne@ucd.ie    | 2224 |
| Vice-Principal for Teaching & Learning, College of A&CS                 | Mr. Feargal Murphy   | feargal.murphy@ucd.ie   | 8221 |
| Graduate School Manager, College of Life Sciences                       | Ms Deirbhle Carroll  | deirbhle.carroll@ucd.ie | 2633 |
| Programme Office Director, Architecture & Engineering Programme Offices | Ms Sue Philpott      | sue.philpott@ucd.ie     | 1864 |
| Director of Academic Secretariat, UCD Registry                          | Dr. Sinéad Critchley | sinead.critchley@ucd.ie | 1344 |
| Director of Administrative Services, UCD Registry                       | Mr. Michael Sinnott  | michael.sinnott@ucd.ie  | 1634 |
| Policy Officer  | Ms Martina Boyle     | martina.boyle@ucd.ie    | 1535 |

### 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 |

### Consultation and Approvals Plan

| Committee/Group   | Date of Consultation | Version | Action Sought               | Decision                       |
|---|----------------------|---------|-----------------------------|--------------------------------|
| Undergraduate Programme Deans, Graduate School Directors and Chair of ACCCL, Vice Principals for Teaching and Learning  | 03.05-16.05.2011     | 1.2     | Review and provide feedback | Feedback provided              |
| Programme Office Directors, Programme Office Managers, Undergraduate School Administrators, Graduate School Managers, School Graduate Administrators, Student Advisers, Students' Union, and UCD Registry | 03.05-16.05.2011     | 1.2     | Review and provide feedback | Feedback provided              |
| UUPB and UGPB   | 30.11.2011           | 1.4     | Review and recommend to AC  | Recommended with one amendment |
| Academic Council  | 08.12.2011           | 1.5     | For approval                | Approved                       |





## UNIVERSITY COLLEGE DUBLIN Withdrawal Notification Form

**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.

Before completing and submitting this form you are strongly encouraged to seek support and advice from your Programme Office/School Office/Graduate School Office in the first instance in relation to your options.\* You are also advised to read *UCD Withdrawal Procedure* which can be accessed at (LINK TO BE INSERTED).

You do not need permission to withdraw but it is your responsibility to formally notify the University of your intention and to return your student card.

Please return this completed form **along with your student card** to your Programme Office or School Office.\*\* Your confidentiality is assured. Only those people who will process your notification will have sight of this form. Your Programme Office/School Office shall give you a photocopy of your notification form that has been signed and dated by the Programme Office/School Office. You should keep this as a record and confirmation of your date of withdrawal.

Please note that **you remain liable for fees up to the date you formally submit this completed form to your Programme Office/School Office.**\*\*\*

\* While your Programme Office/School Office/Graduate School Office is your primary point of contact, you can also find a current list of UCD support systems at <http://www.ucd.ie/students/studentssupport.html>.

\*\* All applications from students on undergraduate programmes are submitted to their Programme Office and applications from students on graduate programmes are submitted to their School Office/Programme Office.

\*\*\* Information on the fees' implications of withdrawing for all students can be found on the Fees and Grants section of the UCD Registry website at [http://www.ucd.ie/registry/adminservices/fees/withdrawing\\_from\\_a\\_course.htm](http://www.ucd.ie/registry/adminservices/fees/withdrawing_from_a_course.htm) and information on refunds can be accessed at <http://www.ucd.ie/registry/adminservices/fees/refunds.htm>.

Students complete Sections A – C.  
Section D is completed by the Programme Office/School Office.

### A. PERSONAL and PROGRAMME DETAILS

|                                 |  |                         |  |
|---------------------------------|--|-------------------------|--|
| <b>Student Name</b>             |  |                         |  |
| <b>Student number</b>           |  | <b>Telephone number</b> |  |
| <b>E-mail Address</b>           |  |                         |  |
| <b>Permanent Postal Address</b> |  |                         |  |
| <b>Programme Title and Code</b> |  |                         |  |

**B. REASON(S) FOR WITHDRAWAL**

The University would be interested in learning the reason(s) for your withdrawal from your programme of study at UCD.

Your confidentiality is assured. Only those people who will process your notification will have sight of this form. Remember, you can also find a current list of UCD support systems at <http://www.ucd.ie/students/studentsupport.html>.

Please tick this box if you do not wish to be contacted by the University for an exit interview.

**C. STUDENT DECLARATION AND SIGNATURE**

Please note that notification forms cannot be accepted where a student does not sign the form here at Section C.

I confirm that I am aware of options available to me other than withdrawal and that I have read and understood the *UCD Withdrawal Procedure* (<http://www.ucd.ie/registry/academicsecretariat/pol.htm#w>) and other relevant documents, e.g. *Leave of Absence Academic Policy* ([www.ucd.ie/leaveofabsence](http://www.ucd.ie/leaveofabsence)), *Policy on Extenuating Circumstances* (<http://www.ucd.ie/registry/academicsecretariat/pol.htm#e>).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**D. RECEIVED BY THE PROGRAMME OFFICE/SCHOOL OFFICE**

Office: \_\_\_\_\_

Received by: \_\_\_\_\_ Date (of withdrawal): \_\_\_\_\_

Student card handed in: YES \_\_\_ NO \_\_\_

*(This form, and returned student card should be sent to UCD Registry. A photocopy of the form when it has been signed and dated by the Programme Office/School Office should be given to the student.)*

**This withdrawal notification will be noted at the next Programme Board/Graduate School Board.**

**Delegated Authority:  
Date Registry informed of the  
withdrawal (File copy)**