



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

## ***New UCD Withdrawal Procedure – effective from January 2012***

### **What has changed?**

- The new *UCD Withdrawal Procedure* applies to all students on undergraduate and graduate programmes and is effective across the University.
- It replaces the existing *Policy on Withdrawal for Graduate Research Degrees*.
- A new form is available at [www.ucd.ie/registry/academicsecretariat/pol.htm#w](http://www.ucd.ie/registry/academicsecretariat/pol.htm#w).
- Students may no longer apply for a temporary withdrawal from the University; instead they should be directed to the *Leave of Absence Academic Policy* (where applicable) – [www.ucd.ie/leaveofabsence](http://www.ucd.ie/leaveofabsence).

### **What has stayed the same?**

- Students do not need permission to withdraw but if they do not inform the University on the official form that they are withdrawing, this may have a negative impact on their fees status, transcript and re-admission applications.
- Students remain liable for fees up to the date on which they formally submit the withdrawal notification form to their Programme/School Office.
- Students are expected to return their student cards with the official notification form.

### **Can students return to their programme?**

- Yes. Students who have withdrawn can apply to the University for re-admission to the programme.
- Any credits earned prior to withdrawing will stand and will normally be counted when a student returns, if the learning outcomes are still relevant to the programme of study.

### **Where can I find further information?**

The *UCD Withdrawal Procedure*, including information on the possible implications of withdrawing and alternative options to withdrawal, is available at [www.ucd.ie/registry/academicsecretariat/pol.htm#w](http://www.ucd.ie/registry/academicsecretariat/pol.htm#w).