

## Regent College London

### Student Transfer and Change of Status Policy

1. This policy describes how Regent College London will consider and deal with a request by a student to transfer from one module or programme to another, to transfer to another institution or to suspend, or withdraw from, their studies.
2. The primary audiences for this policy are:
  - College staff who are responsible for supporting students and considering, and making decisions about, a student's change of status.
  - Students who are considering a change of status.

#### Who does this policy apply to?

If you are...	Then...
A HND student on a programme leading to an award from <b>Pearson</b>	All parts of this procedure apply to you with the exception of the section on module transfer (paragraphs 11 and 12).
On a programme leading to an award from the <b>University of Bolton</b>	This procedure does not apply to you.  A student wishing to suspend their studies or withdraw from their programme of study should discuss this initially with College staff, who will then discuss the case with the University of Bolton Link Tutor. The College will be responsible for communicating the University's decision to the student.
On a programme leading to an award from <b>Buckinghamshire New University</b>	This procedure does not apply to you. You should ask your Customer Service Officer for more information.
On a programme leading to an award from <b>St Mary's University</b>	The sections on suspension and withdrawal (from paragraph 22) do not apply to you. You should refer to the University's <a href="#">Leave of absence policy</a> for suspensions. Student withdrawals will be processed in line with the SMU <a href="#">Student Withdrawals Policy</a> .
On a programme leading to an award from Regent College	All parts of this procedure apply to you.

3. If you are not sure about who gives the award at the end of your programme, please contact your Customer Service Officer.

4. Additional procedures may apply to international students on student visas. Please contact your Customer Service Officer for more information.

## Introduction

5. This policy sets out the College's approach for handling a range of circumstances through which a student may transfer from one module to another or change their status. A change of status means:

- Transferring to another programme; or
- A temporary suspension of studies; or
- Permanent withdrawal.

## Definitions

6. A **module transfer** is a transfer from one module to another within the same programme.

7. A **programme transfer** is a change from one programme to another. Transfers may be internal (i.e. from one College programme to another College programme) or external (where a student transfers to or from a programme provided by another provider).

8. **Student-led suspension** is where a student requests to take time away from their studies with the intention of returning to the same programme within a specified and limited period.

9. **Student withdrawal** is where a student requests to leave their programme completely, with no intention of returning. Depending on a student's academic progress at the point of withdrawal they may be entitled to an exit award. Where a student wishes, and is eligible, to return to the College, they will be required to re-apply as if they were a new applicant.

10. Students who are considering any kind of change of status must be encouraged to discuss the matter with their Customer Service Officer and Academic Support Officer before making a final decision. This is to make sure the student can make an informed decision based on all the options available to them and an understanding of the implications of each option. It is particularly important that students understand the financial implications of transferring to another programme, suspending their studies or withdrawing completely.

## Transfer

### Module transfer

11. Where a student is enrolled on a programme of study which includes optional modules, they may request to transfer from one optional module to another which is running over the same delivery period at the same level within the same programme and the request will be granted unless

the request to transfer is made more than 14 days after the start of the teaching period. The request to transfer should be made in writing to the Programme Leader.

12. If a student requests to withdraw from a module such that their total enrolment is less than the minimum number of credits required within a given academic session (120 credits for an undergraduate programme and 180 credits for a postgraduate programme), this should be treated as a request to suspend their studies.

#### Internal transfers for students who are fully enrolled

13. Where a student concludes that they wish to transfer to another programme provided by the College, they should complete a 'Request to transfer from my programme'. If the proposed transfer does not take effect until the start of the next academic year, and they are not continuing with their current programme (see 'Conditional offer' below), the student should be suspended until they begin the programme they are transferring to. Students are not eligible for maintenance grants or loan funding during periods of suspension.

14. Paragraphs 15 and 16 apply to internal programme transfers where:

- The new programme is at the same or a higher academic level; and,
- The transfer will take place during the current academic session and the current programme is similar to the content of the new programme as determined by the College.

15. The Programme Leader or other designated member of staff for the new programme will consider the student's request which will result in one of the following outcomes:

- Unconditional offer: any credit accumulated for units or modules in the current programme that are valid on the new programme will be transferred to the new programme.
- Conditional offer: the student is required to meet certain conditions before they can transfer (for example, successful completion of the current year). Any credit accumulated for units or modules in the current programme that are valid on the new programme will be transferred to the new programme.
- Reject: a written explanation of the reasons for not granting the transfer will be conveyed to the student (for example, because the new programme is determined by the College not to be sufficiently similar to the current programme).

16. An outcome should be conveyed to the student within 10 days of the student making the formal request.

17. If the transfer is at the same or lower academic level than the current programme and will occur in the next academic session this should be dealt with by the ARWA team according to the normal admissions procedure.

18. If the new programme is determined by the College not to be sufficiently similar to the current programme, then the student will be referred to the ARWA team for further discussions.

### Internal transfers for students who are not yet fully enrolled

19. Where a student record is pre-enrolled (i.e. prior to completion of enrolment) any transfer requests should be dealt with by the ARWA team.

### External transfers

20. Where a student wishes to transfer to another provider, this will be treated as a withdrawal as described below.

21. Where a student wishes to transfer to the College from another provider, any consideration of advanced standing will be made under the College's Recognition of Prior Learning Policy and Procedure.

### **Student-led suspension**

22. Where a student concludes that they wish to suspend their studies, they should complete a 'Request to suspend study' form. Any request for suspension on health grounds should be supported by independent medical evidence.

23. The relevant Dean of School (or delegated member of staff) will consider the reasons for the request and determine whether a suspension is appropriate and merited, and its duration. The maximum duration of suspension is one year.

24. The duration for any approved suspension must take account of the student's ability to re-engage with the programme at the end of the suspension and with all required assessment or reassessment points. For example, if the programme is being closed it may not be possible for the student to re-engage.

25. Students considering suspension on the grounds of pregnancy, adoption or a parental order should consult the Student Maternity, Paternity and Adoption Policy.

26. Where a suspension of studies is for a full calendar year, the expectation is that the student will return to their programme at the same point in the next academic year. Students will bank any marks they have already received (including fails) and their (re)assessment status on units or modules previously undertaken will be identical to that prior to the start of the suspension. This will include any penalties applied.

27. If the student returns at an earlier point in the next academic session, additional tuition fees will be due. Exceptionally, if the student is allowed to return from suspension at the start of the next academic session to retake the year, they will not bank previously achieved marks, although penalties (such as academic misconduct) may still apply. Returning from suspension at the start of the next academic year could have serious financial implications for the student.

28. The expectation is that first requests for suspensions of studies will be approved, except where there are clear reasons for not doing so (for example, an attempt to avoid a disciplinary process or payment towards tuition fees). Suspension should not be granted to allow a student to

defer submission of assessment in the final term where all teaching or placement elements have already been completed.

29. In all instances, requests for a second or a subsequent suspension of studies must be approved by the relevant Dean of School with any decision based on the likelihood of the student returning to, and successfully completing, the programme.

30. Where a request from a student for a suspension of studies is rejected, the student will be invited to continue the programme. The student will have the right to submit an appeal against the decision under the Consolidated Appeals Procedures.

31. The effective date of suspension must reflect the student's last date of engagement and must not be the date when the formal suspension process commenced.

32. Students returning from a period of suspension should have a re-engagement meeting with the Programme Leader before recommencing their studies. The purpose of this meeting is to make sure the student can recommence their studies effectively, and what, if anything, the College can do to support their re-engagement.

33. If a student fails to return to the College at the end of their agreed suspension, they are likely to be withdrawn from their programme by the College.

### **Student withdrawal**

34. Where a student concludes that they wish to withdraw from their studies, they should complete a 'Notification of withdrawal' form. The form asks the student to confirm they understand the financial implications of withdrawing.

35. Once the student has formally informed the College of their intention to withdraw, the College will email them to confirm the withdrawal and the student's last date of engagement. The student record will be updated to reflect the leave date and the reason for withdrawal. The student will be eligible to receive a transcript indicating credit earned. For a student withdrawing from a programme leading to an award from the College, the Assessment Board will also consider them for the highest award for which they are eligible as at the date of withdrawal based on credit earned, as described in the College's Academic Regulations.

36. The College will use the criteria in the Tuition Fee Refund and Compensation Policy, to calculate any payments due or to be refunded.

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