

www.lsme.ac.uk



2021-22 Academic Year

Student Withdrawal and Appeal Procedure

1. Introduction

The London School of Management Education (LSME) requires that a student admitted to any course of study must attend and progress academically to the satisfaction of the College. The College reserves the right to require any student whose academic progress is unsatisfactory to withdraw from the course. Withdrawal decisions may be taken at any time during their study.

The right to require a student to compulsorily withdraw from the School on academic grounds is vested in the College's Academic Board and is delegated by the Board to the Principal, subject to the appeal procedure below.

This policy should be read in conjunction with:

- a. The Student Registration, Assignment Submission and Progression Policy and Procedure
- b. Attendance Policy and Procedure (for further information on compulsory withdrawal on the grounds of poor attendance)
- c. Academic Misconduct and Malpractice policy and procedures (for information on compulsory withdrawal on the grounds of academic misconduct)
- d. Student Disciplinary Procedure for non-Academic Misconduct
- e. Re-Admission Policy for students who wish to return to the college after a period of interruption, voluntary termination, and withdrawal.

2. Withdrawal Process

In the case of HND and DET students, when a student's academic progress is considered by their lecturer to be unsatisfactory, the lecturer should clearly warn the student as early as possible. Where appropriate the student should be informed that voluntary withdrawal is advisable.

Should the College wish to invoke compulsory withdrawal, they should set a realistic target that a student must meet to avoid withdrawal. This target should be agreed upon by the student's Programme Leaders or their lecturers. This target may consist of, submitting satisfactory coursework, attending additional learning support and performing some other form of assessment that can be deemed to pass a sufficient quality threshold. The timescale for meeting this target should be at least 6 weeks from the initial assignment that the student did not achieve for the RQF specification. Students are subsequently given the opportunity to repeat a year if they are not able to pass the resit assignments.

Notice of this target and timescale will be given orally and in writing to the student by their Programme Leaders or by their lecturers. The work will be submitted to their tutors for feedback. If the students meet the requirement for a pass, the decision to seek compulsory withdrawal will be dropped.

When the timescale for this target has elapsed without any evidence of achievement, a progress panel will be convened comprising the student's Programme Leaders, Internal Moderator, and their Programme Lecturers. The student may be required to attend and defend their assessed work. The panel may consult with other colleagues in advance of the meeting, as necessary.

If the panel decides that the student has not met the agreed target, the student will be withdrawn from the College. They will be permitted to remain registered for a further four weeks after the date of the panel meeting so that any appeal processes can be conducted.

The decision to withdraw students from the BSc and Masters Programmes is made by the University of Chichester's Board of Examiners after the student has failed to achieve the resit assignments. This would also apply to DET students whose programme is validated by the University of Chichester.

Appeal Procedure

This procedure refers to compulsory withdrawal on the grounds of poor attendance and failure to make academic progress. Students who are required to withdraw have the right of appeal to the Academic Board.

The right of appeal relates only to the withdrawal decision and not to the results of any academic assessment on which the decision may be based.

A student required to withdraw is given written notice, by the Principal, of his/her right to appeal. This appeal must be lodged within two weeks of the panel meeting. If a student decides to appeal, that student should submit a statement in writing when appealing, giving details of any extenuating circumstances.

The Academic Board is then asked to consider the appeal. If the Board does not believe there are grounds for appeal, they will inform the Principal who will confirm this decision to the student. If the Board believes there are grounds for the appeal, they will defer the decision, via the Principal.

An Appeals Panel will be set up and will comprise senior members of staff nominated by the Principal and will not include a member of staff from the appellant's Department. The Principal will nominate one of the members of the committee as chair. An administrator will be nominated as secretary to the Panel. The Panel will meet within two weeks of the appeal being lodged. Notice of the Appeals Panel meeting will be sent to the student at least one week before the meeting.

The student will be invited to attend the Appeal and may be accompanied by a friend who is a member of the College (either a fellow student, student representative or another member of staff); the friend may speak in support of the student if the latter so desires. A representative from the Academic Board can also attend the appeal.

If necessary, the Appeals Panel may determine an appeal without the presence of the student concerned. Provided the student has been given sufficient notice of the meeting. The absence of the student at the Appeals meeting shall not invalidate any decisions made by the committee.

Written statements will be required from the Academic Board as follows:

1. A statement indicating the reasons which led to the withdrawal; this statement will be sent to the student at least one week before the hearing, and
2. A statement giving details of any progress tests undertaken so far in the session, the student's results and coursework marks and their relationship to those of the class as a whole, together with any previous academic record within the College; these statements will be made available only to the Panel.

The Panel Chair will explain that the panel is only empowered to hear extenuating circumstances which might lead to the conclusion that the withdrawal decision was unreasonable. The student will be invited to present his/her case, followed by the Academic Board representative. The panel may ask questions of either party at any time.

The Appeals Panel, on reaching a conclusion on a student appeal, may attach specific conditions to the continuance by the student on a course of study. The conclusion of the Appeal Panel will be conveyed to the student as soon as is practicable following the meeting and not more than seven days.

What happens to students after their appeal has been turned down?

The student will receive a Notice of Withdrawal from the Principal.

The Administration department will

- Notify your Programme Leaders
- Notify the Library to suspend or close your borrowing rights
- Notify Reception to cancel your ID card.
- Notify IT Services to suspend/close your LSME Moodle access.
- If applicable, notify Transport for London to cancel your student discount Oyster card.
- If applicable, notify SLC of the change of circumstances.
- If applicable, the Home Office will be notified to revoke your Tier 4 Student's Visa.
- If you require copies of your academic transcript or attendance record, you can request these from the Administration Department.

If the student is on a funded programme, the SLC will be notified of the Change of Circumstance. Students may refer to the Resumption of Study policy for further guidance on how to regain admission into the College.



London School of Management Education

Cambrian House
509-511 Cranbrook Road
Gants Hill
Essex IG2 6EY (UK)

Tel : +44(0)208 594 8462
Fax : +44(0)208 594 6138

Email : info@lsme.ac.uk
Website : www.lsme.ac.uk