

**SMUO Module Drop Policy**

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| **Date Effective** | 21 November 2023 |
| **Approved By** | Academic Strategy, Portfolio and Student Experience Committee |
| **Date Approved** | November 2023 |  |
| **Review Date** | September 2024 |  |
| **Related Policies** | Withdrawal Policy | Refund Policy |

St Mary’s University is committed to improve student retention and maintain accurate student records for internal and external submissions. The purpose of this policy is to ensure that students and stakeholders receive appropriate academic and financial advice, before any changes to their studies and study load is processed.

**Scope and Purpose**

The purpose of this policy is to make students aware of the regulations and implications of dropping and changing modules after registration. The policy applies to all SMU Online modules, and includes students who have paid for the course in full or are on a pay-as-you-go modular plan.

Students must be made aware that module dropping and changes are subject to availability. Depending on the number of students registered onto the module, in exceptional circumstances, we may have to drop/cancel module registrations, due to insufficient numbers for example. Any cancellations will be informed to students at the earliest convenience, with the suggestion for alternative module selections.

We endeavour to provide appropriate, quality and high standards of learning experiences to all students, with the prospect of achieving all learning outcomes of each module delivered.

**Definitions and Terminology**

For the purpose of this and associated documents:

**Student**: any person registered onto the programme, be it full-time or part-time, regardless of the number of modules registered onto at one time

**Module**: an individual, credited unit of the programme with structured teaching and learning, with an explicit set of learning outcomes and assessment criteria

**Module Drop**: request to withdraw from any module already enrolled onto, whether permanently or for a selected period, within their registration on the programme

**Module Swap**: request to withdraw from any module already enrolled onto and replace with another available module on the programme

**Background**

The University expects all students to engage fully with their studies, attend all teaching as required and submit all work by published deadlines. We recognise that from time to time, students may have personal, professional or academic reasons for wanting to make changes to their path of study or drop/swap optional modules on the programme.

Students may register for a maximum of six 15-credit modules at one time or four 15-credit modules in addition to the 30-credit project.

The pass mark for an individual module is 50%.

The maximum number of attempts permitted per module is two. Students who have attempted and successfully passed a module, will not be permitted to re-register onto the module.

**Module Drop Policy**

Students may be permitted to drop enrolled modules up until the end of the course, however fee liability in line with our Fees policy will be imposed. Fee obligations will not be applicable to students who have paid for the course in full, however academic implications including failure and number of attempts and any breaks in study will be considered.

Requests to withdraw or swap a registered module must be made with the Registry Services team through StatusChange@stmarys.ac.uk

Students will not be permitted to swap a registered module after the 14-day cooling off period. All module swaps must be approved by the Course Lead and Course Coordinator. An approved Module Drop or Module Swap will be notified to the student through their email account, with details made available to the Course Lead to enable access to materials for the new module, where applicable.

Students may drop and re-enrol onto an individual module, at a maximum of two times. This will be subject to availability and any academic implications.

A Module Drop or Module Swap may be imposed by the University, if there are implications that may impact the student’s overall programme or performance. This may include but not limited to the following:

* Changes to the overall programme
* Availability of the module
* Academic Misconduct
* Academic performance

It is the student’s responsibility to initiate and notify the University of any requests to drop or add a module.

**Refusal of Module Drop request**

The University reserves the right to decline a request for a Module Drop or Module Swap request. Changes to a student’s module registration will only be actioned by Registry Services, if approved by the Course Lead and/or Course Coordinator. Reasons for a refusal of a Module Drop or Module Swap may include:

* Timetable considerations and module availability
* Pre-requisites not obtained for the new module
* Programme structure or whether a pathway change request may need to be submitted and approved first
* Below satisfactory attendance and academic performance
* The module requested to drop or swap is not a core module on the programme pathway
* The student has exceeded the number of Module Drop or Module Swap requests permitted

**Fees and Funding**

Students will receive a full refund if they withdraw/drop before engagement of module materials. If students withdraw/drop once they have commenced studies of a module no refund will be due.  All refunds will be returned to the original payment source.