

# **UNIVERSITY OF LEICESTER**

## **STANDING COMMITTEE OF DEANS**

**19 February 2002**

### **RE-ENTRY OF COURSE TERMINATED STUDENTS TO OTHER UNIVERSITY PROGRAMMES**

#### **Procedures for the treatment of students wishing to enter a new University programme after the termination of their registration on their original course of study**

Where students have had their course terminated, they may be permitted to re-enter a different degree programme on fulfilment of the following conditions.

1. The student must obtain the permission of both the original department and the receiving department, by obtaining the signatures of the two heads of department on a Change of Degree Course form. The original department should indicate on the form that the student's course has been terminated. The student should then submit the form to the Registry in the normal way.
2. The receiving department should not base its decision to accept the student on A level performance alone, but should take into account the student's module marks during the failed degree programme.
3. The receiving department must obtain an account of why the student's course was terminated. If the termination was directly or indirectly the result of a neglect of academic obligations, then the student should not be permitted to re-enter a new programme. If the termination was the result of academic failure owing to an unsuitable choice of degree programme, then the student may be permitted to re-enter a new programme, provided that the receiving department is confident that the same mistake is not being repeated.
4. The receiving department must write an explanatory note which should be sent to the Secretary of the Faculty Board responsible for the new programme. The note should give an account of who has been consulted in the original department and explain why the receiving department judges that the student will be successful if given a further opportunity.
5. It should be made clear to the student that the transfer of course requires the approval of the receiving Faculty Board, which may override the recommendation of the receiving department. It should also be made clear to the student that it is their responsibility to ensure that they have funding for a repeat period of study.
6. Faculty Boards will not normally approve such transfers of course when the termination of the original registration falls at the end of the final year.