# Open College of the ArtsWithdrawal and Non-completion of Units Policy (undergraduate programmes)

For some undergraduate degree pathways, completion of one course unit is a requirement for enrolment on a subsequent course at the same or a higher level. Students whose aim is to graduate from the degree pathway they opted for at enrolment should make course choices in a way which removes the risk of closing down or restricting future course unit choice. Information on degree pathway options and requirements are outlined in programme specifications or degree prospectus downloadable from www.oca.ac.uk.

Students should be aware of the implications of:

* withdrawing from a course unit before completing it;
* transferring from one unit to another without having completed the initial unit;
* failing to complete a unit and submit their work for assessment.

Students are responsible for the course unit choices they make, and should contact the Head of Quality & Academic Support for guidance if they are unsure which course units they should choose in order to continue studying their preferred degree pathway.

In cases in which a student has closed down their options as a result of withdrawing from or failing to complete a course unit, OCA will outline the options available and discuss them with the student.

Depending on the individual student’s circumstances and OCA’s ability to offer support from an appropriate tutor, options are likely to include:

* taking a permitted alternative course unit and continuing with the degree programme for which they originally enrolled;
* transferring to an alternative degree programme if eligible;
* withdrawing from the degree programme with the award of a CertHE (for students who have successfully had their level 1 assignments assessed) or a DipHE (for students who have successfully had their level 2 assignments assessed);
* withdrawing from the degree programme without an award.

Students who withdraw from a course unit before completing it and who subsequently choose an alternative course unit must complete their degree programme within the timescales outlined when they first enrolled.

Students who have failed to complete a core unit will not be able to proceed with their degree study unless a re-enrolment to this unit has been authorised. If a student fails to complete a unit within the given timeframe and wishes to re-enrol to the same unit they will be required to clarify their study intentions with the Head of Quality & Academic Support before a re-enrolment will be authorised.

**See also:** Section C: Undergraduate Academic Regulatory Framework.