



Student Support Quick Guide:

A student is considering leaving the University

What should you look out for?

Students may approach you to discuss the possibility of withdrawing (leaving university before completion).

Students who are considering withdrawing may benefit from a conversation to discuss their options. Many students who feel they need to withdraw from their studies, may be able to stay with suitable support, or they may benefit from an alternative such as [suspending their studies](#) (see Student Support Quick Guide 'A student is considering a course interruption').

Whilst you can support students as they come to a decision about their future, once they have decided to leave, they must make a formal request to their Programme Leader, or in their absence, their PDT (Personal Development Tutor).

What should you do?

The student will need to be aware of the implications of withdrawing from their studies. Withdrawing from study can have a direct impact on a student's finances, accommodation and, where applicable, their visa. For further information, please direct the student to the [myNapier page for students thinking of leaving the university](#).

If the student is sure they want to withdraw from their studies, you will need to advise them to email their Programme Leader (or if the Programme Leader is on leave, their PDT) to request a withdrawal from the university.

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If the student is not sure if withdrawing is the right option for them, encourage a discussion with their PDT or Programme Leader or refer them to the [Keep on Track Team](#) to discuss their options.

What happens next?

When a student requests a withdrawal, they will be invited to meet with their Programme Leader, or, if they would prefer to speak to someone outside of the academic school, with the Keep on Track team to discuss their reasons for leaving. Reasons for leaving should be recorded in the eVision withdrawal task by School Offices.

If a student is referred to Keep on Track, the team contacts the student and offers them all the support and guidance they need before they commit to a decision. Dedicated case management and continued contact (via email, telephone and face-to-face meetings) reduces the 'bounce' from one area to another. This assists in maximising retention, helping students feel more valued. Schools have a clearly defined role in the process and the Keep on Track team continues to liaise with, and refer to, the School and Services, as appropriate, from the start of the withdrawal process to end.

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For further information or to provide feedback about this Quick Guide, please [contact dlte@napier.ac.uk](mailto:dlte@napier.ac.uk)

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