Diploma Withdrawal Form

The Diploma is a non-credit bearing award which students study alongside their degree programme. This consists of Critical Reasoning, Science Literacy, Applied Ethics (collectively 50%), and the LAUNCH programme (50%).

Students may only apply to withdraw from the Diploma or elements of the Diploma if they have accepted extenuating circumstances or prior learning.

If students wish to apply to withdraw, this form must be completed and submitted with any relevant evidence. The application will then be considered by the Head of Registry and the Dean of Northeastern University London.

Please send your completed form to Registry.

Sections 1 – 3 must be completed by the student who wishes to withdraw from the Diploma

| **Section 1: Student Information** |
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| Student ID Number |  |
| First and Middle Names |  | Surname |  |
| University Email Address |  |

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| **Section 2: Programme Information** |
| Programme of Study |  |
| Level of Study |  |
| Reason for Withdrawal from Diploma or Elements of the Diploma |  |
| Evidence submitted | Upon request please send your evidence to Registry (via separate email). |

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| **Section 3: Student Declaration** |
| Student Signature |  |
| Date |  |

*Section 4 must be completed by Registry.*

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| **Section 4: Confirmation** |
| Signature |  |
| Date  |  |

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# Version History

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| **Title: Diploma Withdrawal Form** **Approved by: Quality Assurance****Location: Academic Handbook/ Policies and Procedures** |
| **Version number** | **Date approved** | **Date published**  | **Owner**  | **Proposed next review date** |
| 23.3.1 | December 2023 | December 2023 | Head of Registry | May 2025 |
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| 3.0 | August 2022 | August 2022 | Head of Registry | May 2024 |
| 2.2 | TBC | TBC | ASC | January 2022 |
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| Referenced documents | AQF7 Academic Regulations. |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement |