



## VILLA COLLEGE Registration Department

Policy No: VCSP/2016/01

### VC SoP ON ENROLMENT VARIATION

#### **Purpose**

Villa College recognises that there are circumstances under which students may wish to change their usual enrolment by either withdrawing or adding different modules in a semester. This SoP outlines the standard practice Villa College student and staff needs to adopt in undertaking enrolment variation through add/drop of modules.

#### **Definitions**

**Census Date:** Census Date in a semester is the last date a student may withdraw from module without incurring any academic penalty.

**Regular Students:** Those students who are studying full time at Villa College are regarded as regular students.

**Study Break:** the period determined by Villa College for each semester between the last day of the semester teaching and first day of the examination.

#### **Standard of Practice in Enrolment Variation**

1. A student may add/drop a module prior to week 3 either through online or if online services are not available, using Enrolment Variation Form.

Dropping a module on or before the census date will remove the module information completely from the student records.

2. Dropping a module after week 3 till census date will result in course being recorded as withdrawal (W) in student records and student will be liable for full fee associated with the module.

3. If a student drops the modules on or after the last Thursday of the 7<sup>th</sup> week, it will be recorded as Withdrawal with Failure and a Grade F will be awarded.