

**THE UNIVERSITY OF ZAMBIA
INSTITUTE OF DISTANCE EDUCATION**

**GENERAL INFORMATION ON WITHDRAWAL AND EXCLUSION FROM
STUDIES AND REFUND OF FEES**

1. **WITHDRAWAL FROM STUDIES DURING THE YEAR AND REFUND OF FEES**
 - 1.1 No result will be recorded in a course from which a student withdraws within three weeks, or six weeks in the case of courses taken by distance learning from the commencement of that course. A student who withdraws from a course after this date shall be recorded as having obtained a grade of **LT** in the course concerned unless given prior written permission by the Dean to withdraw without penalty. In this latter case the non-failing grade **WP** (Withdrawn with Permission) will be entered on the student's record for that course.
 - 1.2 A student who, without permission, withdraws himself/herself from all the courses for which he/she is registered will have the failing grade **LT** entered on his/her record against each of these courses and the overall comment "**Left Without Permission**" entered against his record for that year. Except with the express permission of Senate, such a student is debarred from further studies in any School of the University.
 - 1.3 On the recommendation of the Head of Subject to the Board of Studies, the Dean, acting on behalf of the Board, may withdraw a student from a course during the academic year on the grounds of his failure, after due warning, to fulfil the compulsory class attendance, field course, practical work or written requirements of the course as specified by the Head of Subject, or to attend Residential School. The student may also be withdrawn on the grounds of unsatisfactory progress. The failing grade "**LT**" will be entered on the student's record for such a course.
 - 1.4 A student who believes he/she has good reasons for withdrawing either temporarily or permanently from the University should consult the Director, of the Institute of Distance Education who will inform him/her in writing whether he/she is eligible for re-admission, and if so, whether conditionally or unconditionally.
 - 1.5 A student who withdraws from studies before the start of classes will be refunded all the fees already paid to the University, minus **5%** of the total fees paid.
 - 1.6 A student who withdraws from studies after the start of Residential School classes before receiving study materials will be refunded **50%** of the fees.
 - 1.7 No refund will be made to a student who withdraws after he/she has started receiving study materials.

2. **EXCLUSION FOR UNSATISFACTORY PROGRESS**

- 2.1 The Senate may **Exclude** any student on the grounds of failure to fulfil the compulsory attendance of Residential Schools or to submit written work.
- 2.2 The Senate shall **Exclude** any student who does not meet the distance education progression criteria. In order to proceed from one academic year to the next, a distance education student must pass at least 50% of the one academic year's course load; i.e. at least two semester courses equivalents in each semester and at least four semester courses equivalents over two semesters.
- 2.3 The Board of Studies may, on the recommendation of the Head of Department, exclude any student from a course or subject in a department on the grounds of unsatisfactory progress in such course or subject and such a student, if he/she so wishes, shall have the right to appeal to the Senate. All students recommended for exclusion under this clause shall be informed individually by the Institute of Distance Education not later than the Friday preceding the end of semester. Such students may lodge an appeal against their exclusion within one week following notification or their exclusion.
- 2.4 Any student who has twice attempted any course or subject but has failed to obtain a pass in that course may be **Excluded**.
- 2.5 A student who withdraws himself or herself from courses during the year without permission from his/her Dean may be **Excluded**.
- 2.6 A student who, without the permission of the relevant Board of Studies, fails to re-enroll for distance study in any given academic year may be **Excluded**.