**M99E**

Please note the M99E form cannot be used to delete Dissertations or Projects.Please note that the use of the M99E form is not mandatory.

**Removal for non-attendance**

A purpose of the M99E form is to identify where students may have registered a module they do not intend to take, therefore reducing the number of 0 Fail (F) grades in a student’s programme. **Please note it is not a compulsory requirement for students to attend modules.**

**Minimum requirement**: If a Module Leader wishes to use the M99E form for non-attendance, they must email the student prior to the Friday of Week 5 of the semester in which the module starts, informing them of their potential exclusion from the module **and** requesting a response by a specific deadline prior to the end of Week 5. If no response is received, a further email needs to be sent prior to the end of Week 5, advising the student that the module will be deleted.

It is recommended that emails are sent in Week 1, again in Week 3 and a follow up at the end of Week 4. A final email can be sent informing the student that the module has been deleted.

After sending the required emails, if the Module Leader receives no response or intention to engage with the module by Friday of Week 5 of that semester then the M99E form can be used.

**The deadline for submitting the completed M99E and supporting evidence for non-attendance to Programme Support is by the end of Week 6 of the semester in which the module starts.**

**Removal for students without prerequisites**

If you wish to remove a student who does not have the necessary prerequisites for your module, please consider carefully the impact this will have on a student’s programme.

**Minimum requirement:** If a Module Leader wishes to use the M99E form to remove a student who has not met the prerequisites, they must email the student by the end of Week 0 of the semester in which the module starts. **The deadline for submitting the completed M99E regarding pre-req requirements and supporting emails to Programme Support is** **the end of Week 1 of the semester in which the module starts.**
 **Considerations:** The Academic Adviser should, at the point of sign off, review the student’s programme for errors and maintain an overview of the number of modules being deleted from the student’s programme. Any issues arising from the deletion/s should be followed up with the student, Student Support Co-ordinators or Programme Support.

Please consider whether the deletion of modules will affect a student’s mode of study from FT to PT. If the deletion leaves no modules registered on the student’s programme, the student would need to make a request for approved temporary withdrawal by completing an M201/M201L form.

For students on a Tier 4 visa please consider the implications of the deletion on their visa requirements. Please seek advice from the International Student Advice Team (ISAT) if you have any visa related queries.

If you have any further queries regarding this process please don't hesitate to get in touch.
 **Programme Support Team** **registry-studentrecords@brookes.ac.uk**

**Please find below template emails for your convenience:**

**Removal for non-attendance**

**Template Email: Weeks 1 & 3**

Dear Student

I am writing to you as you have registered module XXXX XXXX but have yet to attend. I would be grateful if you could contact me to advise the reasons you have not attended.

If you do not intend to study this module, please request the deletion of this module by contacting your Student Support Coordinator.

If you do not attend the next class or respond to this email by the end of Week 5*,* your registration on this module may be terminated.

If you are having difficulties that are preventing you from attending modules this semester it is important for you to get in touch. Your Academic Adviser, the Student Support Co-ordinators in your Faculty or the Programme Support Team in the Registry are available to offer support and advice.

Kind regards

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**Template Email: Week 4 (follow up)**

Dear Student

I am following up on the emails sent to you previously regarding your non-attendance for module XXXX XXXX. Unfortunately, as I have not received a reply from you I will be terminating your registration on this module.

If you require further programme advice as a result of your removal from this module please contact your Academic Adviser, the Student Support Co-ordinators in your Faculty or the Programme Support Team in the Registry.

Kind regards

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**Template Email: Module registration terminated**

Dear Student

I am writing to advise you that as I have not had a reply from you to explain your non-attendance on module XXXX XXXX, your registration on this module has now been terminated.

If you require further programme advice as a result of your removal from this module please contact your Academic Adviser, the Student Support Co-ordinators in your Faculty or the Programme Support Team in the Registry.

Kind regards

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**Removal for students without pre-requisites**

Dear Student

I am writing to advise you that as you have not met the prerequisite requirement for XXXX XXXX, your registration for this/next semester on this module will be terminated.

If you require further programme advice as a result of your removal from this module please contact your Academic Adviser, the Student Support Co-ordinators in your Faculty or the Programme Support Team in the Registry.

Kind regards

**FORM M99E (For staff use only – to be processed by Programme Support)**

**MODULAR PROGRAMME**

Deletion of a module from a student’s programme by Module Leader

**Important - This form cannot be processed without the email/s attached to show that the student was informed about the module deletion: please refer to the guidance.**

**Student Number** (8 digits)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

Surname............................................................................ Forenames............................

Subjects.............................................................................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Module start date** (e.g. SEP19)

**Module to be DELETED**Use a separate form for each module to be deleted

|  |  |
| --- | --- |
| **Module Number** (8 digits) | **Module Title** |
|  |  |  |  |  |  |  |  |  |

Module Leader’s signature

I can confirm that the student should be removed from the above module due to:

 Non-attendance Not meeting pre-requisite rules for the module.

I also confirm that the student was emailed in line with the deadlines outlined in the guidance. I have attached the email/s sent to evidence this.

............................................................................ Staff number ................................................. Date .......................

*(Only Module Leader’s signature is acceptable)*

I can confirm that the student’s programme has been reviewed and the student/Programme Support/SSCs will be advised of any issues arising from the deletion.

....................................................................... Staff number ................................................. Date .......................................

Academic Adviser’s signature (All programmes)

*(Or Dean of Faculty in his/her absence)*