

# STUDENT ATTENDANCE POLICY COMPULSORY WITHDRAWAL PROCEDURES

## Student Attendance Policy: Key Facts

The policy applies to students at all HWU campus locations and on all programmes of study where attendance is required.

Students are expected to attend all scheduled learning sessions (e.g. timetabled lectures, seminars, tutorials, workshops and laboratory sessions) as stipulated by the appropriate School to enable them to achieve all course and programme learning outcomes.

The only exception to this policy is in instances where ill health or mitigating circumstances prevent student attendance.

## Compulsory Withdrawal Procedures Key Facts

These procedures should be used by Schools and Academic Registry when a student is deemed to be not fulfilling attendance requirements outlined by the School.

Compulsory withdrawals from a programme must be approved by the Undergraduate or Postgraduate Studies Committee (USC or PSC) as relevant and notified to the Senate for information.

The procedures provide Schools with a calendar of relevant dates and copies of letters to be used when processing Compulsory Withdrawals.

## Implementation (Academic Year 2015/16 onwards)

It is the responsibility of each School to implement the policy and procedures by putting in place processes to:

- Ensure attendance requirements are clearly communicated to students;
- Monitor student attendance;
- Process recommendations for withdrawal in accordance with agreed procedures;
- Inform students in writing with details of appeals procedures;
- Provide a list of all students withdrawn from course assessments by the end of teaching week 9 to the Examinations Officer.

It is the responsibility of the Academic Registry to:

- Remove students from examination timetables and examinations processes;
- Provide Invigilators with guidance on students withdrawn from assessments;
- Add a note on the examination attendance lists confirming students who have been withdrawn.

## Support and Scope

Procedural guidance in cases of non-attendance is provided in the University's Compulsory Withdrawal Procedures: Unsatisfactory Attendance.

For programmes which have intakes at different points in the academic year, the timeframes in the procedures still apply.

Possible outcomes of non-attendance include compulsory withdrawal from the course assessment and compulsory withdrawal from the programme of study and, therefore, the University.

## References and Further Information

Contact: [quality@hw.ac.uk](mailto:quality@hw.ac.uk) Learning and Teaching Policy Bank: <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm>

This briefing paper has been produced by the Academic Registry and is one of a series related to Learning and Teaching. The briefing papers aim to provide a concise, informative overview of key policies, and include links to relevant procedures and templates.