

ACADEMIC APPEALS POLICY RELATING TO ATTENDANCE FAILURES

Introduction

1. The Academic Appeals Policy Relating to Attendance Failures (FA) applies to those students who received a failing grade based on the Attendance and Engagement Policy (see Attendance and Engagement Policy).
2. All students enrolled in for-credit courses offered by the University who received an Attendance Failure grade will be reviewed by Registry Services during the final marking period each semester. Where there is an academic grade above the pass threshold sitting behind the FA at course level, the academic grade will be recorded in the student's record.
3. A summary of all FAs that have been removed in favour of the academic grade will be reported to the relevant Department/School Final Examinations Board and to the University Examinations Board (UEB) for oversight.
4. Should a student be ineligible to have an Attendance Failure removed due a failing grade behind the FA, students have the following options:
 - a. where the course grade includes FS grades (non-submission): making an academic petition for an extension to the Academic Progress Committee with valid evidence to support their request. (See the Academic Petitions Policy)
 - b. where the course grade includes academic fail(s) for submitted work: making an Academic Appeal Relating to Grade Challenge with supporting evidence. (See the Academic Appeal Relating to Grade Challenge Policy)
5. All Academic Appeals relating to Grade Challenge must be submitted within 10 working days of the activity grade being released.
6. Registry will notify students who have been reviewed through the Attendance Failure process that attendance and engagement is essential to successful degree completion and continued low academic performance will lead to academic probation and potential dismissal. (See Academic Standing, Progression and Dismissal Policy)

VERSION MANAGEMENT

Responsible Department: RAQA			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Corrected typos and updated date. Added point regarding students unable to petition to withdraw from a course which has had an FA appeal denied.	25 June 2020	11 August 2020
003	Added information on group appeals. Removed references to FA.	3 September 2021	6 September 2021
004	Formatting updates	May 2022	01 Sept 2022
005	Updated University response time from 5 to 10 working days	June 2023	September 2023
006	Added third-party examples, restructured the group appeals section, added two semester deadlines for appeals.	June 2024	01 September 2024
006	Major: Removed references to AAC and replaced with a simplified process to UEB and Provost Office	June 2025.	01 September 2025
007	Major: Rewritten in line with AB approved new FA process; Removed FA appeal references and added signposting to other appeal options as appropriate	July 2026	01 September 2026
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	