Attendance & Engagement Policy

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Linked policies and documents:	OBC Admissions Policy and Procedure (Home Students) OBC Academic Appeals Procedure OBC Learning Teaching & Assessment Policy OBC Student Handbook
External reference:	UK Quality Code for Higher Education 2024
Audience:	Students, Registry, Attendance Lead, Programme Leader, Programme Coordinator, Tutors, Head of Student Services, Academic Support Officers, Student Support Officers

1 Introduction

Oxford Business College ("The College") recognises the strong correlation between attendance, achievement, and successful student outcomes. Our priority is to support students who encounter difficulties with attendance, rather than penalise them. Therefore, the College is committed to monitoring student attendance and engagement, identifying opportunities to support and engage students who do not meet attendance expectations.

The College expects students to exercise reasonable diligence in attending classes and provides support to help them succeed. Consistent and predictable attendance aids tutors in the planning and delivery of effective teaching and learning. Academic managers, tutors, and support staff should emphasise the importance of attendance, engagement, and punctuality to all students, starting from induction. Students should be made aware that failing to maintain good attendance and engagement may impact their academic success and access to the SLC funding.

2 Purpose

This policy sets out the College's approach to ensuring student attendance and engagement on all courses is maintained. The policy explains how students are encouraged to attend, how their attendance and engagement is monitored and reported on and what steps the College takes when students do not attend or engage. The policy also provides students and staff with clear information on what to do when they cannot attend due to mitigating circumstances, including the difference between authorised and unauthorised absence.

3 Scope

This attendance policy applies to all students enrolled in any of the College's programmes.

3.1 Attendance

Attendance is defined as the student's presence throughout the entire scheduled teaching or learning session, including remote attendance for online, live sessions based on the HEI partner university and programme requirements.

Teaching and learning activity include:

3.1.1   Lectures, seminars, tutorials and other scheduled teaching

3.1.2   Project and dissertation supervision meetings

3.1.3   Summative assessment activities

3.1.4   External visits organised as part of your programme

3.2 Engagement

Engagement refers to the student's active participation in their studies and utilisation of resources to support their learning, including:

3.2.1 Attendance of scheduled learning and teaching sessions and activities

3.2.2 Active contribution to personal and group tutorials, lectures, and seminars

3.2.3 Use of library facilities and other learning resources, including virtual learning environment (VLE)

3.2.4 Engagement with and submission of assessment tasks set

3.2.5 Attendance at examinations or time-constrained assessment activities

3.2.6 Responding in a timely manner to formal communications from the College, such as letters, emails, text messages and telephone calls.

4 Aim and Objectives

The aim of this policy and its procedures is to ensure that students and all relevant stakeholders understand the importance of supporting student attendance and engagement, as well as the actions required to maintain the expected levels of attendance and engagement.

4.1 This aim is achieved through key objectives

4.1.1 All stakeholders know their role in ensuring that all students attend sessions and/or engage with their course Tutors and materials on the VLE and submit their assignments.

4.1.2 Ensuring all stakeholders understand their roles in supporting students' attendance and engagement. Encouraging students to attend scheduled sessions, actively engage with course tutors and materials on VLE, and submit assignments punctually.

4.1.3 All students are fully and regularly informed and encouraged to attend their classes and engage with their course tutors, materials on the VLE and submit their assignments.

4.1.4 All student attendance is accurately recorded by tutors, checked, and monitored by the relevant OBC staff members for example Student Support Officer, Attendance Officer, or Registry Officer.

4.1.5 Providing regular updates on student attendance and engagement to the Programme Leader and the Senior Leadership Team (SLT), including weekly reports on overall attendance and engagement within individual programs.

4.1.6 Tutors and Student Support or Attendance Officers can monitor the daily attendance and engagement of individual students.

4.1.7 Students receive regular reminders and subsequent warnings by email and/or text for unauthorised absences.

4.1.8 A risk register of all students is maintained so that students who are considered substantial risk are contacted by relevant staff to motivate and support them to attend their scheduled classes and to engage with course Tutors, materials on the course VLE and to submit their

assignments by the deadlines.

4.1.9 All students understand the potential consequences of failing to attend their scheduled classes, to engage with the course tutors, materials on the VLE or to submit their assignments.

4.1.10 All students understand what constitutes mitigating circumstances and know how to apply for authorised absences when they have genuine mitigating circumstances.

4.1.11 The College's attendance and engagement policy and procedures are transparent and in line with the expectations of the College's franchise partners and awarding organisations as well as the UK Quality Code.

5 Informing Students

Students will be informed of attendance and engagement requirements for a course as outlined in the course information provided to students during the application and interview process. The Programme Leader will ensure that students are familiar with these requirements during the induction process. Tutors and support staff will consistently remind students of the importance of attendance and engagement throughout the course.

Individual student attendance, engagement, and punctuality patterns are monitored by Tutors, the Student Support team, the Attendance Team, and the Programme Leader as part of regular risk assessments within the student support system. Tutors inform students that poor attendance is likely to impact their academic performance and may lead to failure in assessments or examinations if they do not attend. Students who are enrolled late will be provided with an induction conducted by the Programme Leader or designated staff member during their first week of teaching to ensure they are properly integrated into the programme.

6 Student Engagement

When students are unable to attend classes for authorised reasons, their engagement will be monitored through various alternative engagement indicators. These indicators include access to online study materials provided via the VLE, such as Blackboard or OBC Moodle, along with the utilisation of library resources and engagement in assessment activities, including the submission of summative assignments.

6.1 Monitoring Engagement by Programme

Please note that, based on the attendance and engagement policies of our partner universities, methods for monitoring engagement indicators may vary. Refer to the following links for specific engagement policies from each partner institution:

6.1.1   [UWL Student Attendance and Engagement Monitoring Policy and Procedure](#)

6.1.2   [BNU Attendance and Engagement Policy](#)

6.1.3   [NCD Student Engagement in Learning Policy](#)

7 Student Risk Register

Student attendance, engagement with the College, interaction with learning resources, combined with assignment submissions, are systematically compiled into a Student Risk Register.

This register serves multiple purposes:

7.1 Early Identification of At-Risk Students: It enables the identification of students who may be at risk of underperforming or failing and who may require additional support to succeed in their studies.

7.2 Promotion of Effective Study Behaviours: The register helps to highlight successful study patterns and behaviours associated with strong academic performance, providing valuable insights to support student success.

7.3 Compliance Monitoring: Attendance and engagement data from the Student Risk Register is also used to verify that students are meeting the attendance criteria required by the College, HEI Partner University and Student Loans Company (SLC).

If a student does not meet the required standards of attendance or engagement, they may be subject to withdrawal from their course. This may also result in the termination of Student Loans Company (SLC) funding, as outlined in the section titled *Consequences of Unauthorised Absence*.

In cases where students are not attending, engaging with online learning resources, or submitting assignments, Student Support Officers will contact then to encourage their re-engagement and provide additional support, as necessary. This process is detailed further in *the Monitoring and Support Process section*.

Staff responsible for monitoring student attendance and engagement will ensure that the Student Risk Register is updated regularly to reflect each student's status. Students may request temporary leave or an Interruption of Studies (IoS) for personal or medical reasons; guidance on these processes varies according to the policies of each Partner University. For specific advice, students should consult their Programme Leader or the Registry. For information on these processes, please refer to the OBC Interruption, Withdrawal & Study Break Policy, which should be read in conjunction with the relevant HEI Partner University policies.

The College reserves the right to withdraw students from their program if they fail to meet attendance, engagement, and assessment submission requirements. Such actions may have implications for their student loan funding liability. For further details, please refer to the section Consequences of Unauthorised Absence.

8 Punctuality

Punctual attendance is essential for students, both to support their own learning and to avoid disrupting the learning experience of others. In cases where students arrive late to practical sessions, they may be unable to join if health and safety considerations are involved.

For students enrolled in BNU Programmes, learners arriving more than 15 minutes after the scheduled start time of a session will be recorded as late. If a learner arrives more than 30 minutes after the scheduled start, they will be marked as absent.

9 Absence Management

9.1 Short-term absences

Short term absences of up to one week due to illness or other good reasons do not require formal authorisation. However, students are encouraged to inform their Tutor, Student Support Officer, or Attendance Officer if they are unable to attend scheduled sessions or prearranged individual meetings.

Authorised absence may be granted to a student who provides a valid and sufficient reason for being unable to attend scheduled classes for more than one week. If a student fails to attend without receiving authorised absence, their attendance record will be impacted. The College closely monitors all applications for authorised absence based on mitigating circumstances and ensures that the Student Risk Register is updated accordingly to reflect any changes in the student's status.

9.2 Long Term Absence

If a student expects to be absent for more than one week or has been unexpectedly absent for more than one week—such as in the case of illness—they must notify their Student Support or Attendance Officer as soon as possible. The Attendance Office is responsible for maintaining accurate records of student attendance, including authorised absences.

When notifying the Student Support or Attendance Officer via email or text, students must provide an apparent reason for their absence. This information will be recorded in the student's records as mitigating circumstances. For further details on examples of mitigating circumstances, please refer to the section below. Students may be required to submit supporting evidence of their mitigating circumstances.

For absences of two or more weeks, approval for authorised absence must be obtained from the Programme Leader by the Student Support or Attendance Officer. If the reasons or evidence provided are deemed insufficient, the absence may be considered unauthorised. Your

Programme Leader will engage with you to discuss your situation and outline available options, such as the Interruption of Studies (IoS) as defined by your university partner academic regulations.

10 Mitigating Circumstances

Mitigating circumstances refer to circumstances that significantly impact a student's ability to attend scheduled lessons, engage with college materials, or submit assignments by the required deadlines. The following is a guide for staff and students on what may be considered valid mitigating circumstances for authorising student absences:

10.1 Acceptable mitigating circumstances may include:

10.1.1 Medical appointments that cannot be scheduled outside college hours

10.1.2 Attendance at a funeral

10.1.3 Attendance at the wedding of a close family member (limited to one day; students should not schedule their own wedding during term time)

10.1.4 A driving test

10.1.5 Genuine family emergencies

10.1.6 Illness (supported by a medical certificate)

10.2 Unacceptable reasons for authorising absence:

The following are considered unacceptable reasons for authorising absence:

10.2.1 Holidays during term time

10.2.2 Work-related activities

10.2.3 Leisure activities

10.2.4 Birthdays or family celebrations

10.2.5 Babysitting responsibilities

10.2.6 Driving lessons

This list is not exhaustive. Each request for authorised absence will be considered on a case-by-case basis, and the decision will be made by the Programme Leader, Attendance Lead, Registrar, or other designated staff members.

11 Consequences of Unauthorised Absence

Students are responsible for maintaining satisfactory attendance and engagement throughout their course. Attendance and engagement data are used to assess whether students meet the attendance requirements set by the College, HEI Partner University or College, or Student Loans Company (SLC). Failure to attend and engage in their studies, which includes submitting assignments, may result in withdrawal from the course.

If a student is not attending or engaging in accordance with partner regulations, they may be at risk of withdrawal or temporary suspension of enrolment status. This will be reported to the SLC, leading to the possible termination of any associated payments. It is important for students to remain actively engaged with their studies to avoid any disruption to their academic progression and funding.

If a student is withdrawn from their course, they may become liable for the repayment of any student loan they have received since their last date of engagement in accordance with the SLC's terms and conditions. In accordance with government regulations, the SLC has a legal obligation to recover any loan overpayments. In cases where a student has been withdrawn, overpayments will be recovered in accordance with the SLC's Terms and Conditions.

12 Monitoring and Support Process

Students are required to attend all scheduled classes. Attendance is recorded daily by the Tutor via the College's student management system, Tribal EBS, using class based electronic registers. In the event of mitigating circumstances, students may be granted authorised absence. Please refer to the relevant sections on authorised absence and mitigating circumstances for further guidance.

In accordance with the attendance and engagement policies of our partner universities, the methods for monitoring student engagement may vary. Please refer to the following links for the specific engagement policies that OBC adopt from each partner institution:

12.1 [BNU Attendance and Engagement Policy](#)

12.2 [NCG Student Withdrawal Policy](#)

12.3 [NCD Student Engagement in Learning Policy](#)

12.4 [RUL General Academic Regulations. Academic Progress and Engagement Monitoring](#)

12.5 [UWL Student Attendance and Engagement Monitoring Policy and Procedure](#)

Further details on the specific monitoring processes applicable to each partnership, including additional reporting requirements and institutional expectations, can be found in the Appendix 1 Partner-Specific Attendance and Engagement Monitoring Processes.

13 Re-Engagement Process

If a student attends and engages or re-engages with the college, at any stage during the monitoring process, the monitoring and support process will be reset, and the student will

return to the initial stage of the process.

By following these steps, Oxford Business College aims to provide a structured and supportive approach to managing attendance and engagement issues. Our goal is to help students overcome challenges and succeed in their academic journey. We are here to provide the necessary support and resources every step of the way.

Appendix 1: Partner Specific Attendance and Engagement Monitoring Processes

14 Attendance and Engagement Monitoring Process for Students Enrolled on BNU Programmes

The attendance monitoring procedure as approved and agreed with the HEI Partner University BNU, as outlined below will apply for students enrolled in **BNU programmes.** If a student consistently fails to attend scheduled sessions without an authorised absence or valid mitigating circumstances.

Step 1: One Week Non-Attendance - Outreach and Support

If a student fails to attend their scheduled classes for a week without an authorised absence, a Student Support Officer will contact the student via a follow-up phone call and/or Email.

Step 2: Two Consecutive Weeks of Non-Attendance – First Formal Letter

If a student fails to attend their scheduled classes for two consecutive weeks without an authorised absence, the College will send a first written letter. The communication will remind the student of the importance of attending classes. If the student is experiencing difficulties with engagement, the College will refer them to the appropriate support services or the College Counsellor for further assistance. The Student Support Officer will document all attempts to contact the student in the central Registry records, specifically within the Student Risk Register.

Step 3: Four Consecutive Weeks of Non-Attendance – Second Formal Letter

The Student Support will repeat the process monitoring for improvements in attendance to scheduled teaching. If the student fails to attend for **four consecutive weeks** without being granted authorised absence, the Student Support Officer will instruct the Attendance Lead or Registry Officer to issue the **second warning letter**.

Step 4 Six Consecutive Weeks of Non-Attendance – Third Final Formal Letter with the Final Warning and appeal period.

The Attendance Officer will maintain contact with the student to monitor their attendance. If there is no attendance recorded and no mitigating circumstances granted by the sixth consecutive week, the Attendance Officer will notify the Attendance Lead to issue a final warning letter. This letter provides the student with a period of 10 working days to respond, clearly stating that failure to respond within this timeframe will result in withdrawal from the programme. Before issuing this letter, the Attendance Officer will consult with the Head of Student Services to review any ongoing support needs, safeguarding, or wellbeing concerns affecting the student. This consultation will determine whether the letter proceeds as planned

or if withdrawal proceedings are temporarily halted pending confirmation of additional support measures. Any student wishing to appeal this decision must submit a written appeal to the OBC Academic Registrar (or nominee). Copies of the correspondence will be forwarded to the Programme Leader (or designated staff member), and the Student Risk Register will be updated accordingly by the College.

Step 5 Withdrawal Process

If the student fails to respond to the final warning or does not re-engage within 10 working day appeal period, the OBC Registry Officer will complete the withdrawal process.

The OBC Registry Officer will prepare a withdrawal form to be signed by OBC Programme Leader. Completed withdrawal form will be submitted to the HEI Partner registry for approval. Upon receiving approval from the HEI Partner registry, the student's record will be updated by the OBC Registry Officer, and a **formal withdrawal confirmation email** will be sent to the student, and, where applicable, the SLC will be notified.

15 Attendance and Engagement Monitoring Process for Students Enrolled on NCG Programmes

The attendance monitoring procedure, as approved by NCG, applies to all students enrolled in NCG programmes. This structured approach ensures early intervention and support for students who may be at risk of disengagement while maintaining compliance with institutional attendance requirements. If a student consistently fails to attend scheduled sessions without an authorised absence or valid mitigating circumstances, the following intervention process will be implemented.

Step 1: One Week of Non-Attendance – Outreach and First Formal Warning

If a student fails to attend scheduled classes for one week without an authorised absence, a Student Support Officer will initiate contact via phone call and/or email to check on the student's wellbeing, offer support, remind them of the importance of attendance and engagement, and provide details of available student support services. If no response or engagement is received, the College will issue a First Formal Warning Letter, emphasising the expectation to attend classes and the consequences of continued non-attendance. All communication attempts and interventions will be recorded in the Student Risk Register.

Step 2: Two Consecutive Weeks of Non-Attendance – Second and Final Warning

If a student remains absent for two consecutive weeks without an authorised absence, the College will escalate the process by issuing a Second and Final Warning Letter. This communication will stress the critical importance of immediate re-engagement, offer a final opportunity for the student to access support services, and clearly state that failure to attend scheduled sessions will result in withdrawal from the programme. The Student Support Officer will continue to monitor the student's engagement and document all communication attempts in the Student Risk Register.

Step 3: Four Consecutive Weeks of Non-Attendance – Withdrawal Notification and Appeal Process

If a student remains absent for four consecutive weeks without an authorised absence, the OBC Registry Officer will initiate the withdrawal process. This includes the issuance of a Withdrawal Notification Letter, formally notifying the student of their withdrawal due to sustained non-engagement. The student will be given a 10-working-day appeal period, during which they may submit a written appeal to the OBC Academic Registrar (or nominee) if they believe extenuating circumstances prevented their attendance. The appeal must include supporting evidence explaining their inability to engage and outlining a plan for re-engagement. All withdrawal

decisions and correspondence will be shared with the Programme Leader (or designated staff member), and the Student Risk Register will be updated accordingly.

Step 4: Finalising the Withdrawal

If the student fails to appeal within 10 working days or does not re-engage following an unsuccessful appeal, the OBC Registry Officer will complete the withdrawal form, which must be signed by the OBC Programme Leader, and submit it to the NCG Registry for final approval. Upon approval, the student's record will be updated accordingly, and a formal withdrawal confirmation email will be sent.

16 Attendance and Engagement Monitoring Process for Students Enrolled on NCD Programmes

The Higher Education (HE) Withdrawal Procedure outlines the steps for withdrawing students who fail to engage with their studies. This process applies to students in collaborative partnerships and is designed to ensure timely and appropriate action. The procedure includes monitoring engagement, issuing formal warnings, and confirming withdrawal if no response is received.

Identification of Non-Engagement

Students who do not attend scheduled classes for more than four weeks or fail to engage with required assessments may be subject to withdrawal. Oxford Business College (OBC) is responsible for monitoring student attendance and academic engagement. In parallel, NCD Finance tracks students who must be withdrawn due to fee sanctions and informs both OBC and NCD Registry. Withdrawals should be identified and processed within sixty days of the Last Date of Engagement (LDE) to comply with the Service Level Agreement (SLA) with the Student Loans Company (SLC).

Withdrawal Letter Process

A formal three-stage letter process is followed when a student is identified as disengaged. If a student has been absent for four consecutive weeks, the First Letter is sent, informing them of their non-engagement and offering them an opportunity to re-engage or confirm withdrawal. If the student does not respond within five working days, a Second Letter (Reminder) is sent in the fifth week, reiterating the need for a response. If there is still no reply after another five working days, the Final Letter is issued in the sixth week, confirming their withdrawal and notifying relevant departments of their change in status.

Strategic Suspension of Enrolment

To prevent unnecessary financial liability, NCD Registry instructs NCD CIS to implement a strategic suspension in Week 4. This pauses the student's enrolment and suspends Student Loans Company (SLC) maintenance payments. If the student responds and demonstrates re-engagement within five working days, the strategic suspension is removed, allowing them to continue their studies. However, if no response is received, or if the student confirms their withdrawal, the process moves towards finalising their removal from the programme.

Non-Engagement with Assessments

In cases where students fail to submit assignments or submit low-quality work, OBC reviews their academic profile to determine whether they should be withdrawn or placed under further monitoring. If withdrawal is deemed necessary, the Final Letter (Non-Engagement) is sent, confirming their Last Date of Engagement (LDE). If the student remains under monitoring, they are formally notified of their risk of failing to complete their qualification and the impact this may have on future funding eligibility.

Final Confirmation and Processing

Once the Final Letter has been issued, NCD Registry submits the withdrawal request to the Assistant Principal for OBC for approval. Following approval, NCD CIS completes the formal withdrawal process, ensuring that all relevant internal and external stakeholders, including

funding bodies, are informed. This step ensures accurate record-keeping and compliance with financial and academic regulations.

Appeals Process

Students have the right to appeal their withdrawal decision if they believe there has been an error or if they wish to dispute their Last Date of Engagement (LDE). To initiate an appeal, they must submit a written request with supporting evidence to NCD Registry within one month of the withdrawal confirmation. NCD Registry will then work with OBC to determine whether the LDE should be amended or if the withdrawal decision should be reversed.

17 Attendance and Engagement Monitoring Process for Students Enrolled on RUL Programmes

The attendance monitoring procedure, as approved by RUL, applies to all students enrolled in RUL programmes. This structured approach ensures early intervention and support for students who may be at risk of disengagement while maintaining compliance with institutional attendance requirements. If a student consistently fails to attend scheduled sessions without an authorised absence or valid mitigating circumstances, the following intervention process will be implemented.

Step 1: One Week of Non-Attendance – Outreach and First Formal Warning

If a student fails to attend scheduled classes for one week without an authorised absence, a Student Support Officer will initiate contact via phone call and/or email to check on the student's wellbeing, offer support, remind them of the importance of attendance and engagement, and provide details of available student support services. If no response or engagement is received, the College will issue a First Formal Warning Letter, emphasising the expectation to attend classes and the consequences of continued non-attendance. All communication attempts and interventions will be recorded in the Student Risk Register.

Step 2: Two Consecutive Weeks of Non-Attendance – Second and Final Warning

If a student remains absent for two consecutive weeks without an authorised absence, the College will escalate the process by issuing a Second and Final Warning Letter. This communication will stress the critical importance of immediate re-engagement, offer a final opportunity for the student to access support services, and clearly state that failure to attend scheduled sessions will result in withdrawal from the programme. The Student Support Officer will continue to monitor the student's engagement and document all communication attempts in the Student Risk Register.

Step 3: Four Consecutive Weeks of Non-Attendance – Withdrawal Notification and Appeal Process

If a student remains absent for four consecutive weeks without an authorised absence, the OBC Registry Officer will initiate the withdrawal process. This includes the issuance of a Withdrawal Notification Letter, formally notifying the student of their withdrawal due to sustained non-engagement. The student will be given a 10-working-day appeal period, during which they may submit a written appeal to the OBC Academic Registrar (or nominee) if they believe extenuating circumstances prevented their attendance. The appeal must include supporting evidence explaining their inability to engage and outlining a plan for re-engagement. All withdrawal decisions and correspondence will be shared with the Programme Leader (or designated staff member), and the Student Risk Register will be updated accordingly.

Step 4: Finalising the Withdrawal

If the student fails to appeal within 10 working days or does not re-engage following an unsuccessful appeal, the OBC Registry Officer will complete the withdrawal form, which must be signed by the OBC Programme Leader, and submit it to the RUL Registry for final approval. Upon approval, the student's record will be updated accordingly, and a formal withdrawal confirmation email will be sent.

18 Attendance and Engagement Monitoring Process for Students Enrolled on UWL Programmes

The University has established a structured non-engagement process to ensure that new and returning students are actively participating in their studies. If new students fail to enrol via the within the first two weeks of their course, their registration will be cancelled by the University, and they will be reported to the Student Loans Company (SLC).

For new and returning students, engagement monitoring begins in Week 1. If a newly enrolled student has not attended any classes, the partner institution will check their status and report to the University, which will determine whether the student should be confirmed or cancelled and reported to the SLC. Similarly, returning students who have not re-enrolled and have not attended will be reviewed by the partner and reported to the University, which will decide whether to withdraw them and inform the SLC. Returning students who have enrolled but not attended, along with any students listed as 'Enrolled' or 'Mailweb', will be monitored through a staged intervention process.

Monitoring and Intervention Process

Step 1

From Week Three, if a student has been absent for two weeks without communication, the partner institution will attempt initial outreach (Outreach 1) to contact the student regarding their non-attendance. This outreach will be recorded in the Attendance Report, which will be submitted to the University.

Step 2

By Week Five, if the student has not responded to the first outreach, the partner institution will conduct a second outreach attempt (Outreach 2). Again, the contact attempt will be recorded in the Attendance Report and submitted to the University for further monitoring.

Step 3

From Week Seven, if the student remains unresponsive, a third outreach attempt (Outreach 3) will be made, issuing a five-day withdrawal notice. The partner institution will record this attempt in the Attendance Report and escalate the case to the University.

Step 4

By Week Eight, if the student has not responded to the five-day withdrawal notice, the partner institution will confirm the withdrawal with the University. The University Course Administrator will then issue a formal withdrawal notification to the University Data Operations Team, which will proceed with reporting the student's withdrawal to the SLC.

Step 5 Appeal Against a Withdrawal Decision

Students who have been withdrawn due to non-engagement have the right to appeal the decision. Appeals must be submitted to the University Secretary under the University Appeal Regulations, where they will be reviewed for consideration.