

A23 Student At Risk Procedure

Introduction

This procedure explains when a student may be considered “Potentially at Risk” or “At Risk” in a module and how the university communicates this.

This document should be read in conjunction with:

- A08.3 Academic Misconduct
- A18 Student Code of Conduct

1 Attendance Requirements

You will be marked as “Potentially at Risk” if:

- You miss **two consecutive classes** in the same module.

One absence may be notified in advance without penalty; however, a second consecutive absence – regardless of prior notice – must be supported by appropriate written justification. Two unnotified absences are automatically considered consecutive absences.

- You will receive an email from the **Head of Department** (HoD).

You will be marked as “At Risk” if:

- You miss **three consecutive classes**, or
- You accumulate **four or more total absences** in the same module.

- You will receive an email from the **Academic Coordinator**.

2 Baseline Checks

You will be marked as “Potentially at Risk” if:

- You miss one baseline check or do not complete it properly.

You will be marked as “At Risk” if:

- You miss or fail two baseline checks in a row.

Notifications for baseline checks appear:

- First via Canvas comment containing verbal feedback,
- Then via email from the Academic Coordinator if risk status is confirmed.

3 Academic or Behavioural Misconduct

Any academic, behavioural, or professional misconduct automatically places you “At Risk”. You will receive an email from the Academic Coordinator or Student Coordinator with next steps. (Serious cases may also follow a separate disciplinary process.)

For information on what constitutes academic or behavioural misconduct, please consult the following policies: A08.3 Academic Misconduct and A18 Student Code of Conduct.

4 Status Overcomes, Warnings, and Consequences

- Students may **return to “Good Standing”** if the issues leading to “Potentially at Risk” or “At Risk” status are resolved.
- Students who are “At Risk” may request an online or in-person meeting with relevant staff to discuss their situation and seek guidance.
- **Students who remain “At Risk” at the end of the trimester and have not resolved the identified issues will fail the module.**

5 Returning to “Good Standing”

Your status can return to “Good Standing” when:

- You complete a missed baseline check during the repeated exam or next one,
- You re-establish consistent attendance and communication.

When this happens, you will receive another notification confirming that you are **no longer at risk**.

6 How You Will Be Contacted

When you are marked:

- **Potentially at Risk** → email from HoD
- **At Risk** → email from Academic Coordinator (for academic misconduct) or Student Coordinator (for general misconduct)

These emails always include the relevant module staff and student support teams. This helps us monitor your progress and coordinate support.

7 Support

If you are flagged as “Potentially at Risk” or “At Risk”:

- You are encouraged to speak openly with your lecturers, Head of Department, or Student Coordinator.
- Staff are available to help you plan your workload, catch up, and address any difficulties. This procedure aims to support your progress, not to penalise you.