

SCHOOL OF GEOSCIENCES

STUDENT REQUEST TO REMOVE 'AT RISK' (C6)

You have received an email from Registry advising you that you are 'at risk' (C6) on your course. You must respond to the school **within 8 days of the email being SENT to you**

PLEASE FOLLOW THESE STEPS

1. Complete your student details

STUDENT ID

SURNAME

FIRST NAME

COURSE CODE 'AT RISK'

Submit ONE form per course

2. Choose either OPTION 1 or OPTION 2

OPTION 1: ABSENCE/NON SUBMISSION OF COURSEWORK WAS DUE TO ILL HEALTH:

Scan medical certificate (this should be from a UK GP) or letter from Counselling Service. Save this form.

OPTION 2: ABSENCE/NON SUBMISSION OF COURSEWORK DUE TO OTHER REASON(S):

Please see your Course Coordinator to discuss your case. Coordinators publish their contact details on MyAberdeen, Course Guides, or their office doors. When you have completed the Reason for Absence, save this form.

Reason for absence:

3. Attach saved form and any documentation (ie medical certificate or letter) to an email.

Send this email to geosciences-monitoring@abdn.ac.uk. You are advised to use your email program options to request a delivery receipt and retain this receipt for your records.

You must email the form and any documentation **within the 8 day deadline.**

*If you have made every effort to meet with the Course Coordinator but have been unable to make contact, please go in person to the appropriate School of Geosciences Office (St Marys General Office for Geography /Archaeology/Land Economy/Marine Resources or Meston 104 for Geology) **within the 8 day deadline***

FAILURE TO UNDERTAKE THE ABOVE STEPS WITHIN THE DEADLINE WILL RESULT IN YOUR CLASS CERTIFICATE BEING WITHDRAWN (C7)