Undergraduate Students

Student fails to meet attendance requirements or fails to submit coursework for course AB1234

School enters C6 *

Monitoring C6 ‘At Risk’ auto email sent from Registry. Tier 4 students warned re visa status

Student replies by deadline for response, following instruction at [www.abdn.ac.uk/infohub/study/removing-a-c6-or-c7](http://www.abdn.ac.uk/infohub/study/removing-a-c6-or-c7) (8 days from date email sent)

Student does not respond by deadline for response

Student is deemed withdrawn from the course. C7 automatically generated at 4pm on the 4th working day after the C6 deadline date. School can enter manually before that date, as long as C6 action date has passed.

School considers student’s reason. If acceptable, course(s) reinstated by School – C4 entered via monitoring screen on SRS. If reason not accepted, School to advise the student.

Student indicates desire to continue but is having problems - As appropriate refer to Personal Tutor, Student Support, Student Learning Service

School decides not to reinstate student & C7 automatically generated at 4pm on the 4th working day after the C6 deadline date. School can enter manually before that date, as long as C6 action date has passed.

C6 = At Risk
C4 = Authorised Entry / Reinstatement on Course
C7 = Class Certificate Refused

C7 monitoring email sent referring student to School, which links to informal and formal appeal processes.

Student submits an appeal (Student continues on course(s) pending outcome.)

C7 remains on record

Student reinstated on course(s) by relevant School(s) by entering a C4 against course(s) on the Student Record

* If the student has already been monitored (C6’ed) for this course, reinstated (C4) and misses classes/non submission again the School can insert a C7 straight away ie, there is no requirement to insert a C6 first as the student has previously been monitored in respect to course AB1234.