C6 EMAIL TEXT

Dear
Student ID:

ACTION REQUIRED: YOU HAVE RECEIVED A “C6”
WHAT YOU MUST DO AND HOW WE CAN HELP

What is a C6: what has happened?
A “C6” has been put in place as one of your Course Co-ordinators or School has concerns about your level of engagement with your studies on the course or courses noted at the end of this email. You may, for example, have missed classes or failed to submit assessments.

What you need to do
You must contact your School to discuss this by the date noted at the end of this email.
If there is more than one course listed at the end of this email, then you need to discuss each of them.

For details of who to contact, look up the course(s) listed and the relevant School(s) at this link https://www.abdn.ac.uk/students/academic-life/studentmonitoring.php

The School will explain what has happened. Very frequently, situations can be resolved and the C6 removed, so please do act quickly in response to this email.

If you do not do this by the indicated date, there is a danger that the C6 will become what is called a C7. This would mean that you will no longer be able to participate in the course(s), gain credits, be supervised or complete assessment.

Other support available to you
You can find information about the support services within the University, by visiting our website https://www.abdn.ac.uk/students/support/index.php.

You can also contact by email your UG Personal Tutor or your PGT Programme Co-ordinator/Supervisor who will be pleased to discuss the situation with you, offer general suggestions and guidance, and/or suggest other forms of support.

Note that exploring this general support will not lead to the C6 being removed. This can only be done by the School.
Registry

If you were not meant to be registered for the course(s) please contact the Duty Registry Officer by emailing infohub@abdn.ac.uk to request that the course(s) be removed from your record. You can find more information regarding Registry by visiting https://www.abdn.ac.uk/students/support/study-resources-support.php#panel3580.

Student Visa

If you are a Student Visa Holder, limited engagement could cause an issue for your visa. Please do contact the course coordinator as soon as possible.

School/Department

Course Code

Comments:

Yours sincerely

Ms Yvonne Gordon, Deputy Academic Registrar (Student Services)

Personal Tutor’s Name:

Date by which you must take action:

............................
Dear

Student ID:

ACTION REQUIRED: YOU HAVE RECEIVED A “C7”

WHAT YOU CAN DO AND HOW WE CAN HELP

We refer to our recent email providing information regarding your C6 which highlighted your lack of engagement with your studies. This has now become a C7.

What is a C7: what has happened?

A C7 means that you have lost the right to attend, take exams, complete assessments, gain credits or receive supervision for the course(s) outlined at the end of this email. A C7 is also known as Withdrawal/Refusal of a Class Certificate.

What can you do now?

You can appeal against this C7 and details of this process are at https://www.abdn.ac.uk/students/academic-life/student-monitoring.php#panel2961. This is really important and you should act on this as soon as possible.

Other Support available to you.

If there are circumstances that are impacting on your studies or engagement it is important to let the University know so that appropriate support can be provided. You can find more information about support available to you, by visiting our website https://www.abdn.ac.uk/students/support/index.php. You can also contact your UG Personal Tutor or your PGT Programme Coordinator/Supervisor who will be pleased to discuss the situation with you, offer general suggestions and guidance, and/or suggest other forms of support.

Note that seeking general support is not the same as making an appeal. Most students do both.

Registry

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Student Visa

If you are a Student Visa holder, limited engagement could cause an issue for your visa.

School/Department
Course Code
Comments:
Yours sincerely
Ms Yvonne Gordon, Deputy Academic Registrar (Student Services)
Personal Tutor’s Name:
Date by which you must take action: