Undergraduate Students

Student fails to meet attendance requirements or fails to submit coursework for course AC1011

School enters C6* into Student Record System (SRS)

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 https://www.abdn.ac.uk/students/academic-life/student-monitoring.php (8 days from date email sent)

Student indicates desire to continue but is having problems - As appropriate, School refers student to Personal Tutor, Student Support, Student Learning Service etc.

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 in SRS before that date, as long as C6 action date has passed.

Student is deemed withdrawn from the course.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 in SRS before that date, as long as C6 action date has passed.

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

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

* If the student has already been monitored (C6’d) 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 AC1011.