WE HAVE CONCERNS ABOUT YOUR STUDIES. PLEASE TAKE ACTION NOW! AT RISK

In accordance with University policy on student monitoring the discipline(s) below have indicated that they have concerns about your studies in the course(s) shown. Please note you need to take action by 12-noon on the deadline date given below.

It is essential that you contact the relevant School(s) to discuss your situation so that you can continue in this/these course(s). You need to discuss and address the impact on your learning outcomes without delay. Please note you can find details of who to contact by pasting the below link and following the instructions for C6 Unauthorised Withdrawal: www.abdn.ac.uk/infohub/study/removing-a-c6-or-c7.

It is important to us that you feel supported throughout your studies and there is a range of services in place to help you in your student life. If you need some help with personal issues, or academically, visit www.abdn.ac.uk/infohub/support/index.

If you were not meant to be registered for the course(s) at all please visit the Duty Registry Officer in the Infohub to be removed from it/them: www.abdn.ac.uk/infohub/study/changes-to-studies.

If you are an international student on a Tier 4 visa you could be putting your student visa at risk. Please follow the instructions above to rectify the situation.

Frequently Asked Questions can be found at www.abdn.ac.uk/infohub/study/monitoring-faqs

School/Department Course Code

Comments:

Personal Tutor's Name:

Date by which you must take action:

C7 Email

PLEASE TAKE ACTION – REFUSAL OF CLASS CERTIFICATE (C7)

Failure to take action by 4pm on the deadline date may have significant consequences for your continued studies.

In accordance with University policy on student monitoring you are receiving this notice because you have not yet resolved the issues the School(s) identified relating to your attendance or performance on the course(s) below. It has resulted in the suspension of your right to remain on the course(s). This is referred to as Withdrawal/Refusal of a Class Certificate and a C7 will now appear on your Student Portal against the course(s) concerned.

It means that you have lost the right to attend, take exams or complete assessments for the course(s) for the reasons shown. Your access to MyAberdeen for the course(s) will also be frozen.

If you have not already done so it is essential that you contact the relevant School(s) to discuss your situation:
- to inform of an error, or
- to appeal against the decision, discussing the impact on your learning outcomes and if there is a way to get you back on track. If you submit an appeal you should continue to attend all classes.

Please note you can find details of how to do both by pasting the below link and following the instructions for C7 Refusal of Class Certificate: www.abdn.ac.uk/infohub/study/removing-a-c6-or-c7.

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