Undergraduate Students

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

School enters C6 *

Monitoring ‘At Risk’ email sent. Tier 4 students warned re visa status

Student does not respond by deadline for response

Student is deemed withdrawn from the course (C7 automatically entered on system at the end of the 3rd working day after the C6 deadline date.)

Monitoring C7 email sent referring student to Head of School

Student makes case to Head of School (appeal)

Appeal Successful

Student reinstated on course by School

Appeal not Successful

C7 remains on record

Student replies by deadline for response. (8 days from date email sent)

Student reinstated by School – C4 entered via monitoring screen on SRS (by 9 days from date email sent)

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

School decides not to reinstate student & C7 automatically entered on system at the end of the 3rd working day after the C6 deadline date.

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 AB1234.