Student Monitoring procedure
Undergraduate Students

C6 = At Risk
C4 = Authorised Entry/Reinstatement on course
C7 = Class Certificate Refused/withdrawn from course

Student fails to meet attendance/engagement requirements, fails to submit coursework or is not engaging on course

School enters C6* into the monitoring screen in Student Record System (SRS)

Monitoring C6 ‘At Risk’ auto email sent from SRS
Student Visa holders warned about risk to visa status

Student does not respond by deadline for response ie 8 calendar days from date email sent

Student is deemed withdrawn from the course. C7 is automatically generated at 10am on the 4th working day after the C6 deadline date. School can also enter C7 manually in SRS before that date, as long as 10 days have passed since C6

C7 monitoring email sent referring student to School, which advises of informal and formal appeal processes (a C7 denotes that the student has been withdrawn from the course/does not receive a ‘class certificate’)

Student replies by deadline for response, following instruction on student monitoring web page (deadline is 8 calendar days from date email sent)

School decides not to reinstate student and C7 automatically generated at 10am on the 4th working day after the C6 deadline date. School can also enter C7 manually in SRS before that date, as long as 10 days have passed since C6

School considers student’s reason. If acceptable, student is reinstated on course(s) ie C4 entered into the monitoring screen in SRS
If reason not accepted, School to advise student

Student submits an informal appeal to School. School considers this
If acceptable, student is reinstated on course(s) ie C4 entered into SRS. If not – School to advise student.

Student submits a formal appeal to Registry (can do this without informal appeal first)

Registry forward appeal documentation to school. School carries out appeal, makes decision + informs Registry. Registry informs the student.

Student fails to submit an informal appeal. C7 remains on SRS

Appeal not successful - C7 remains on SRS
Further right to appeal – Student Appeals and Complaints

Appeal successful - Student reinstated on course(s) ie C4 entered into SRS

*If the student has already been monitored (C6’d) for a course, reinstated (C4) and then subsequently 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 already been monitored in respect of the course