Student Monitoring procedure
Undergraduate Students

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

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

School enters C6* into Student Record System (SRS).

Monitoring C6 ‘At Risk’ auto email sent from Registry. Student Visa holders warned re visa status.

Student does not respond by deadline for response.

Student is deemed withdrawn from the course.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

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 Student Records 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.

Student submits an appeal (Student continues on course(s) pending outcome).

Student fails to submit an appeal.

Appeal successful.

Appeal not successful.

C7 remains on record.

Student reinstated on course(s) by relevant School(s) by entering a C4 against course(s) in Student Records.

* 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.