**STUDENT MONITORING C6 FORM**

Please complete all fields below

|  |  |
| --- | --- |
| **Student ID Number** |  |
| **Surname** |  |
| **First name** |  |
| **Course code ‘AT RISK’**  **Please submit one form per course** |  |
| **Your university email address** |  |

Please explain, giving as much detail as possible, the reasons why you were unable to attend classes and what actions you are proposing to make up missed work.

|  |
| --- |
|  |

Please complete and email the form to [llmvc.enquiries@abdn.ac.uk](mailto:llmvc.enquiries@abdn.ac.uk). If you have a medical certificate or a letter from the Counselling Service explaining your continuous absence then please ensure you have uploaded the relevant document to your MyAberdeen Absence Reporting link. You can also attach a copy along with this form. You should note that while the University wishes to support students experiencing personal or medical problems which are impacting on a student’s studies, it is only possible to remain registered on a course if you are able to achieve the learning outcomes by making up missed work. The Course co-ordinator may contact you if they require more information or they may wish to meet with you to discuss your current situation.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Course co-ordinators decision |  | Reinstate |
|  |  |  |
|  |  | Do NOT reinstate |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Where reinstate agreed, please state agreed remedial action and associated timescales. | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Staff use only | Medical certificate attached: | Yes |  | No |  |
| Date received | Counselling letter attached: | Yes |  | No |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total number of teaching sessions missed | | |  | of which |  | are GC |
|  |  | | |  |  |  | are MC |
|  |  | | |  |  |  |  |
|  | Sent to Course co-ordinator | |  | |  |  |  |
|  |  | |  | |  |  |  |
|  | Date student notified: |  | | |  |  |  |