**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 submit this form to the School Office. If you have a medical certificate or a letter from the Counselling Service explaining your absence then please hand it in along with this letter. 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.

The University seeks to support you if you are experiencing personal or medical problems which are impacting on your studies. If this is the case, it is important that you make contact with your course coordinator and your Adviser of Studies to discuss how best you can be supported during this time. While the University will do all it can to support you, you should be aware that sometimes it will not be possible for you to remain registered on a course even if you can provide medical or other supporting evidence. This is because you can only continue to be registered if a way can be found to enable you to make up missed work and achieve the learning outcomes.

**For School Use**

**Course coordinator decision:** [ ]  Reinstate

 [ ]  Do NOT Reinstate

**STAFF USE ONLY Medical certificate attached**: Choose an item.

**Date Received:** Click or tap to enter a date. **Counselling letter attached**: Choose an item.

Total number of sessions missed: of which are GC

 are MC



Sent to course coordinator: Click or tap to enter a date.

Date student notified: Click or tap to enter a date.