

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

[Print form](#)

Course co-ordinators decision Reinstatement
 Do NOT reinstate

Where reinstatement agreed, please state agreed remedial action and associated timescales.

Staff use only
Date received

Medical certificate attached: Yes No
Counselling letter attached: Yes No

	Total number of teaching sessions missed <input type="text"/> of which <input type="text"/> are GC <input type="text"/> are MC
	Sent to Course co-ordinator <input type="text"/>
	Date student notified: <input type="text"/>