

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 or submit coursework and what actions you are proposing to make up missed work.

Please print out this form and arrange a meeting to speak with your course coordinator. If you have a medical certificate or a letter from the Counselling Service explaining your continuous absence or non-submission of work then please take a copy with you along with this letter and ensure it has been uploaded to MyAberdeen. 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.

Print Form

Course co-ordinators decision Reinststate
 Do NOT reinststate

Course Coordinator's Signature _____

Where reinststate 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: