A POSSIBLE TEMPLATE LETTER TO BE USED BY FACULTIES ISSUING A FINAL WARNING TO TAUGHT STUDENTS

Student no:

Dear

**Final Warning of Unsatisfactory Student Progress, Engagement & Attendance**

It appears that, despite a warning issued by the [Faculty/School/Staff as appropriate] on [date], concerns remain with regard to [Details of unsatisfactory progress/engagement/attendance].

This letter is a final warning under section 6.2 of the [Code of Good Practice: Unsatisfactory Student Progress, Engagement and Attendance](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/unsatisfactoryprogress/). Unless there is an acceptable degree of improvement, further action will be taken which may result in any of the following:

[Include details of the recommended course of action to be taken e.g.

a) exclusion from examinations

b) the repeat of part or all of the programme of study

c) withdrawal from the programme

d) withdrawal from the University

e) [For Tier 4/Student visa students only where contact points have been missed] The University withdrawing Tier 4/student visa sponsorship, which will lead to the curtailment of your visa.

Delete above as appropriate]

In order to alleviate these concerns you will need to demonstrate improved progress and/ or engagement, by

[Identify Faculty/School’s expectations for improvement here]

[Identify deadline for improvement]

We would like to offer you the opportunity of a meeting at which you will be able to explain whether there are any circumstances, which were unavoidable, which prevented you from complying with the requirements set out in the initial warning letter and of which you could not have informed us earlier. You should be aware that, if you choose not to share relevant information now, the University is unlikely to be able to give it consideration later. If you would like to attend such a meeting please contact [insert name and contact details] by [give deadline].

[Include in letters to students on Exeter Campuses] You may also wish to note that the [Students’ Guild Advice Unit](https://www.exeterguild.com/advice) ([advice@exeterguild.com](mailto:advice@exeterguild.com))can offer advice and support should you require it. You will also find details of other Support Services available at the University of Exeter at <http://www.exeter.ac.uk/students/services/>.

[Include on letters to students on the Cornwall campuses] You may also wish to note that the [Students’ Union Advice Service](https://www.thesu.org.uk/), [advice@theSU.org.uk](mailto:advice@fxu.org.uk) is able to offer advice and support locally. You will also find details of the University’s Support Services in Cornwall at <http://www.exeter.ac.uk/cornwall/support/>.

If you are experiencing issues that are affecting your health or wellbeing, you are encouraged to contact the Student Wellbeing Services, <https://www.exeter.ac.uk/students/wellbeing/>

In view of the fact that this is now a very serious matter, if no improvement is made by the deadline indicated above, the Faculty Associate Pro-Vice Chancellor for Education will recommend to the Dean for Taught Students a course of action as indicated above.

If there is anything in this letter which you are not clear about or should you have any concerns about the application of the [Code of Good Practice: Unsatisfactory Student Progress, Engagement and Attendance](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/unsatisfactoryprogress/) at this stage, you should raise this within ten working days of receipt of this letter, either in person or in writing with the Faculty/School *[insert name and contact details]*.

Yours sincerely

Relevant signatory as defined in Appendix 1 at [Code of Good Practice: Unsatisfactory Student Progress, Engagement and Attendance](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/unsatisfactoryprogress/) **The signatory must not have previously dealt with a warning under this procedure for this student.**

CC:

[educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)

Academic/Personal Tutor

Student Cases ([studentcases@exeter.ac.uk](mailto:studentcases@exeter.ac.uk))