Dear «FirstName»

**Tutorial Attendance**

«Class»

Further to my previous correspondence on «DateofLastLetter», I have noticed that you have not contacted the Department regarding your tutorial attendance for the above class. According to our records you have now been absent from «NumberMissed» tutorials for this class. As I brought to your attention in the previous letter, attendance at tutorials is compulsory. If you cannot show good cause for failing to attend, it may be necessary to deem you to have withdrawn from the class. This would mean that you would not be permitted to sit the degree examination for this class and a mark of “NQ” or “not qualified” will be returned to the examination board.

Please contact Susan Jackson (Undergraduate Secretary) in the Departmental Office, by email (susan.h.jackson@strath.ac.uk) or by telephone on 0141 548 3261 as a matter of urgency to arrange an appointment with Jillian D’Agostino to discuss this.

Yours sincerely

Course Director