

Dear (First Name)

At Lancaster we monitor student engagement including the submission of coursework in order to help with early identification and support for any issues that may be arising for students.

It has been noted that you have not submitted the following coursework assignment(s).

Module	Assignment
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Non submission of coursework has a detrimental impact on your overall result. We would like to meet with you concerning this submission to explore if there were any mitigating circumstances or to explore support for you to help you get back on track. In the first instance please contact me, by email or phone or call into the undergraduate office.

Please understand that this email is an attempt to reach out to you, and to ensure that we are doing everything we can to support you as a department.

Where possible we are here to assist you, and put you into contact with the relevant support, such as Student Support, your College Advisory Team or wellbeing officer, the Counselling Service and Students'.

We urge you to contact us so that we can work together to resolve this situation.

Best wishes

Copied to: the student's Academic Tutor or equivalent departmental role, if joint major – the partner department, the department of the missing coursework and the student's College Administrator