Subject: Notice of unsatisfactory academic progress (risk level two)

Student ID: [ID]

Dear [student],

We’ve reviewed your academic progress in your [course] for the [first/second half of 202x].

Even though you still have pending, deferred, supplementary or withheld results, we’ve found that you:

- have failed one or more of your units (CHM1052) at least two times.
- have arrived at the halfway point in your course and have successfully completed less than half of the credit points required for your entire course.

Based on your results, you’ve met our risk level two criteria for unsatisfactory academic progress.

This level is assigned to students with unsatisfactory academic progress who can benefit from accessing help and support. Your risk level may change in our next review period (depending on your results).

Your academic progress will be reassessed when your remaining results are released, which may result in your risk level changing. We’ll notify you if this happens and let you know the next steps.

What do I need to do?

You must complete My Progress and Support by 5.00pm (Australian time) on [10 working days].

[My Progress and Support]

This tool asks you questions to identify areas for you to improve, and recommends actions and resources to help you with your academic progress.

We’ll review the information you provide and may invite you to attend a course progression meeting if you could benefit from advice to help you to complete your course successfully.

Your completion (or non-completion) of this tool will be considered if you have any further academic progress issues – so make sure you complete the assessment before the deadline.
This email is based on your results as at [xx July/December].

Access support

There are plenty of support services available to you as a Monash student including counselling. You can find out more by visiting the student support webpage for Australia, Malaysia or Indonesia.

Your student association can also provide you with free, confidential support and advice.

More information

For more information, visit our student academic progress website. It has lots of helpful resources and tips to guide you through the process.

If you still have questions, contact Student Advisory and Support.

Kind regards
Faculty of Engineering