Subject: You’re at risk of unsatisfactory academic progress (risk level one)

Student ID: [ID]

Dear [Given name],

We’ve reviewed your academic progress in your [course name] for the [first/second half of 202x]. We’ve found that you’ve failed one or more of your units [unit code], even though you have pending, deferred, supplementary or withheld results.

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

We assign this level to students who are at risk of meeting unsatisfactory academic progress criteria and may need some extra guidance with their studies. Your risk level may change in our next review period (depending on your results).

This risk level won’t change for the current academic progress review period [first/second half of 202x] – even if your grade changes once your results are finalised. We may contact you once your final results are released and discuss your progress.

Your risk level can change if you meet our academic progress criteria in a future review period. If this happens, we may consider any previous results (including any finalised results from this review period) when deciding what support or intervention is appropriate.

What do I need to do?

There are many ways to get back on track with your studies. To get started, complete My Progress and Support by 5.00pm (your local 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.

Your completion (or non-completion) of this tool may be considered if you have further academic progress issues. We encourage you to make the most of this opportunity to reflect on your academic progress, take action, and get the support you may need.

[If Australian domestic student] If you were provided with additional support in your studies, including the My Engagement and Support tool, during the semester, you must still complete this tool. Your circumstances may have changed and there may be additional resources that you may find beneficial.
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 Monash Connect (if you submit an online enquiry, make sure you add ‘Academic Progress’ to the subject heading).

Kind regards

Faculty of Information Technology