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

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 50% or more of your credit points in the last academic progress period.
- have failed to comply with academic progress enrolment condition/s.

You’ve met our criteria for risk level three. This level is assigned to students who must take immediate action to improve their academic progress.

What do I need to do?

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

My Academic Progress Response

My Academic Progress Response is an evaluative tool that gives you a chance to tell the committee why you were unable to meet your enrolment conditions and/or complete your compulsory course requirement. In addition, it gives you the chance to:

- identify the factors affecting your academic progress
- create a plan to show how you intend to improve your academic performance
- supply any relevant documentation that will help your faculty understand your circumstances and academic performance.

We will review your plan and decide to do one of the following:

- allow you to remain enrolled without conditions
- set conditions on your enrolment (we’ll contact you separately if that’s the case).
- ask you to attend an Academic Progress Committee hearing (we’ll contact you separately if that’s the case).

This email is based on your results as at [xx July/December].
What happens if I don’t complete My Academic Progress Response?

Without your responses, we won’t be able to consider your unique circumstances.

If you don’t complete My Academic Progress Response before the deadline, your case may be automatically referred to an Academic Progress Committee hearing, which you won’t be invited to attend.

At this hearing, the Committee will assess and determine an outcome in your absence. This may result in conditions being applied to your enrolment or in exclusion from your course.

If you lodge a complaint in relation to your academic progress, this will not be reviewed until after the Academic Progress Committee hearing process has been completed.

As an international student studying in Malaysia, exclusion from your course at Monash may put you in breach of your Student Pass conditions. Please ensure that you fully understand the implications of your exclusion.

If your course has an alternative exit option you may be allowed to graduate now with a different award if you have met the requirements outlined in your course handbook. Contact us to check your eligibility to apply.

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