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.

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?

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

My Progress and Support

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.
[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.

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).

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.

[If an Australian International student] As an international student studying in Australia, exclusion from your course at Monash may put you in breach of your student visa 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 through Monash. To access these services, including mental health counselling, visit our Monash Australia, Monash Malaysia or Monash Indonesia student support pages.

Your student association can also provide you with free and 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 monashonline-help@monash.edu.

Kind regards

Faculty of Engineering