Subject: Updated notice of unsatisfactory academic progress (risk level two)

Student ID: [ID]

Dear [given name],

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

After assessing all of your final results, your unsatisfactory academic progress criteria has been amended, and you are still at risk level two. The full list is below:

**[If student still has incomplete grades]**
After assessing all of your final results, your unsatisfactory academic progress criteria has been amended, and you are still at risk level two even though you still have pending, deferred, supplementary or withheld results. The full list is below:

- 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.
- have failed 50% or more of your credit points in the last academic progress period.

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

**[If student still has incomplete grades]**
This risk level won’t change for the **current academic progress review period** (first half of 2021) – 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?**

If you haven’t already done so, you **must complete My Progress and Support by 5 pm [10 working days]**. If you have already completed the tool, there is nothing further for you to do.

[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 an academic performance support 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.
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 through Monash. To access these services, including mental health 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 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 Monash Connect (if you submit an online enquiry, make sure you add ‘Academic Progress’ to the subject heading).

Kind regards
Faculty of Art, Design and Architecture