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 [unit code] 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).

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 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.
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.

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 nicko.agusta@monash.edu

Kind regards
Faculty of Engineering