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

Student ID: [ID]

Dear [given name],

We’ve reviewed your academic progress again 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 three. The full list is below:

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

- 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.

As this is the second consecutive review period that you’ve met our unsatisfactory academic progress criteria and you have also not met a compulsory course requirement and/or an enrolment condition, you’re now at risk level three.

This level is assigned to students who must take immediate action to improve their academic progress.

If the student still has interim results:
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 your My Academic Progress Response within 10 working days of receiving this email. If you have already completed the tool, there is nothing further for you to do.

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).

[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.

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 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. 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 contact monashonline-help@monash.edu.

Kind regards
 Faculty of Engineering