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

Student ID: [ID]

Dear [given name],

We’ve reviewed your academic progress again in your [course] for the [first/second half of 202x]. We’ve found that one of your unsatisfactory academic progress criteria has been removed, and you are now at risk level one. The criteria you have met is:

If the student still has interim results:
We’ve found that one of your unsatisfactory academic progress criteria has been removed, and you are now at risk level one even though you still have pending, deferred, supplementary or withheld results. The criteria you have met is:

- Have failed one or more of your units [unit code].

If the student still has interim 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?

There are many ways to get back on track with your studies. To get started, please complete My Progress and Support by 5pm (Australia 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.

Your completion (or non-completion) of this tool may be considered if you have further academic progress issues. We encourage you to make the most of this opportunity to reflect on your academic progress, take action, and get the support you may need.
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 Engineering