

ACADEMIC PROGRESS: NOTICE OF UNSATISFACTORY PROGRESS

» *WHAT SHOULD YOU DO IF YOU'VE
RECEIVED A NOTICE OF UNSATISFACTORY
PROGRESS?*

ACADEMIC PROGRESS: NoUP

What should you do if you've received a Notice of Unsatisfactory Progress?

Student Rights + Support can provide you with advice on the academic progress process.

WHAT IS A "NOTICE OF UNSATISFACTORY PROGRESS"?

A Notice of Unsatisfactory Progress (NoUP) is the letter sent to you by your Faculty if you have, or are at risk of having unsatisfactory academic progress. This letter will be sent within 10 university working days after the end-of-semester release of results and you will be assigned one of three risk levels.

WHAT ARE THE THREE RISK LEVELS?

LEVEL ONE: ADVICE

- » You have failed one or more units in an academic progress period but have not triggered an unsatisfactory progress criterion.

Risk level one means you are at risk of unsatisfactory progress. You will be referred to the *My Progress and Support* tool. It is important you complete this tool and access the support on offer in case you have any further NoUP.

LEVEL TWO: MONITORING

- » You have triggered one or more of the unsatisfactory academic progress criteria and you have not been at level 2 or 3 in your previously reviewed period.

Risk level two means you have unsatisfactory academic progress. It is important that you complete the *My Progress and Support* tool in case you have any further NoUP.

Based on your responses in *My Progress and Support*, the faculty may:

- » Offer you an academic performance support meeting
- » Provide options for a course transfer or an alternative exit

You can bring a support person with you to the course progression meeting. Contact MONSU Student Rights + Support for further details and support: studentrights@monsu.org

LEVEL THREE: INTERVENTION

- » You have triggered one or more of the unsatisfactory academic progress criteria for a second consecutively reviewed academic progress period, or
- » You have failed to complete a compulsory course requirement such as placement or obtaining a compulsory certification, or
- » The Dean determines your progress is unsatisfactory

Risk level three means you have unsatisfactory academic progress and you must complete *My Academic Progress Response* and if appropriate, provide supporting documentation.

The faculty will then decide either to:

- » Allow you to remain enrolled without conditions, or
- » Allow you to remain enrolled with conditions*
- » Refer you to an Academic Progress Committee (APC) hearing

Students who have an APC hearing and **do not** complete *My Academic Progress Response* by the *due date* will have their academic progress assessed at a hearing in their absence.

You can bring a support person with you to the APC hearing. Contact Student Rights + Support for more information about this: studentrights@monsu.org

WHAT ARE UNSATISFACTORY ACADEMIC PROGRESS CRITERIA?

- » Failing to comply with academic progress enrolment conditions previously imposed by the faculty
- » Failing 50% or more of completed credit points in a progress period
- » Failing the same unit twice
- » Failing to meet a compulsory course requirement
- » Failing to successfully complete half of the credit points required for the course within half of the maximum duration of the course
- » Unable to complete the course within the maximum course duration

For support and advice on how to respond to a NoUP, and any questions you have regarding content in this flyer, please contact Student Rights + Support: studentrights@monsu.org

*Students can apply for a review of conditions within 10 working days of the delivery date of notice of the decision. There are limited grounds for review.

For further questions and advice:
MONSU Student Rights + Support

E: studentrights@monsu.org

P: +61 3 9903 2596

W: www.monsupeninsula.org.au



STUDENT
RIGHTS +
SUPPORT