



ACADEMIC PROGRESS BY COURSEWORK STUDENTS POLICY

I'm not sure why I have been sent an email about my Academic Progress, how do I find out?

You have received a notification as you have been identified as at risk as a result of not making satisfactory academic progress. Please see the [Academic Progress by Coursework Students Policy](#) for more information.

I received an Academic Progress notification, but still need to sit my replacement exam/additional assessment or have missing grades. What do I do?

You are still required to follow any advice, processes or deadlines (e.g. Show Cause) as advised in the email. Your status will be updated following the Replacement exam/Additional Assessment (RE/AA) period.

I received an email notification of my Academic Progress status; after reading the policy and reviewing my grades I believe there has been an error. Who do I contact?

If you believe your status is incorrect, please contact your Faculty.

I have received an Academic Progress notification and have been asked to complete a survey. What is the purpose of this?

You have been asked to complete this survey to assist you to consider issues that may be impacting on your academic progress so that you can seek early assistance to improve your performance in your program.

I have received an Academic Progress notification and have been asked to Show Cause, what should I do about my current enrolments and/or classes?

Please ensure you continue with classes as per normal until you have received notification of the outcome of your Show Cause submission.

I need to submit my Show Cause but I do not yet have all my supporting documentation/evidence, what do I do?

The deadline is not negotiable. Please submit the documentation you have before the deadline. Contact your Faculty **prior to the deadline** if you have specific documentation that you are unable to submit by that date.

I missed the Show Cause submission deadline, can I still lodge a submission?

No, submissions cannot be made after the deadline.

What happens if I do not submit a Show Cause submission by the deadline?

In accordance with Clause 8 of the *Academic Progress by Coursework Students Policy*, students who do not submit their Show Cause will be excluded from their program of study.

Who do I contact for advice or assistance in preparing my Show Cause submission?

Education & Welfare Officers (EWOs) are available to assist you in preparing your Show Cause submission or provide further advice about the process. Please see the [Student Care website](#) for contact details.

I have received an Academic Progress notification and have been asked to Show Cause. Can I discontinue from my program without lodging a Show Cause submission?

No, you must put in a submission for consideration by the Academic Progress Committee. If you do not you will be excluded from your program.

I need to obtain supporting documentation for my Show Cause from University Services (e.g. EWOs/Counselling/Disability), what do I do?

You will need to contact the relevant service with your request as soon as possible. Please let them know you have been asked to Show Cause and advise them of the submission deadline.

Do I need to attend the Academic Progress Committee meeting in person?

You are encouraged to attend the meeting with the Academic Progress Committee as it will enable a fuller discussion of matters that might arise from your Show Cause submission.

My meeting time with the Academic Progress Committee conflicts with another appointment/teaching session, can I change my meeting time?

You will need to contact your Faculty for further information. Please note there are strict timelines for the Academic Progress Committee process and it may not be possible to change your meeting time.

I would like to bring a support person to the Academic Progress Committee meeting, who should I bring?

You may like to bring a friend, family member, counsellor or EWO to accompany you. Please note that your support person must not act as a legal representative.

How long will I have to present my Show Cause to the Academic Progress Committee?

You will be given 10 minutes to present in response to your written submission to the Committee. Following this the Committee will discuss your submission.

When will I hear the outcome of the Academic Progress Committee meeting?

You will receive notification of the outcome of your Show Cause submission within 5 business days of the meeting date.

Can I apply for retrospective withdraw without failure while the Academic Progress process is underway, or after exclusion?

Retrospective withdraw without failure (RNWF) is a separate process from the Academic Progress process. Applications for RNWF must be made in accordance with any requirements that apply at the time. For more information about RNWF, please contact your Faculty.

Please refer to the full [Academic Progress by Coursework Students Policy](#) for further information.

Questions regarding the revised policy can be directed to [Student Policy and Appeals](#) or your Faculty office.