

# Academic Progress: Notice of Unsatisfactory Progress

What should I do if I have received a  
Notice of Unsatisfactory Progress?

*Student Rights + Support can provide  
you with advice on the Academic  
Progress process.*



STUDENT  
RIGHTS +  
SUPPORT

# Academic Progress: Notice of Unsatisfactory Progress

## 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. For support and instructions on how to respond to a NoUP, contact Student Rights + Support: [studentrights@monsu.org](mailto:studentrights@monsu.org)

## 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 use 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 and you must complete the My Progress and Support tool.

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

- offer you a course progression 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 Student Rights + Support.

### 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 Plan for Success and 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 do not complete My Plan for Success 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: [studentrights@monsu.org](mailto:studentrights@monsu.org)

## What are Unsatisfactory Academic Progress Criteria?

- fail to comply with academic progress enrolment conditions previously imposed by the faculty
- fail 50% or more of completed credit points in a progress period
- fail the same unit twice
- fail to meet a compulsory course requirement
- fail 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

\*Students can apply for a review of conditions within 10 working days of the delivery date of the notice of decision.

There are limited grounds for review.

Contact [studentrights@monsu.org](mailto:studentrights@monsu.org) for advice and information.

## For further questions and advice:

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