



## ACADEMIC PROGRESS PLAN

The purpose of this plan is to document the reasons and actions that you are going to undertake in order to improve academic performance.

If you are required to attend a Progress Review hearing, you should bring a copy of this plan to your hearing. You should sign the Plan to endorse your commitment to the proposed actions.

The Plan is valid from the date you signed it, until the last day of the Teaching Period, unless specified otherwise.

<b>Student Name</b>		<b>ID Number</b>	
<b>Program Code</b>	<b>Program Name</b>	<b>Faculty</b>	
<b>Year/Stage of Study</b>		<b>Is this your first Academic Progress Plan?</b> YES                      NO	<b>Do you have an Academic Learning Plan?</b> YES                      NO

**Date of PR Hearing (If applicable)**

**Part 1      What was the reason for your unsatisfactory academic performance? (Please tick)**

- Failing 50% or more of the total number of credit points of enrolled load in current and previous Progress Review Period (PRP)
- Failing a unit of study ( including a unit studied in Winter or Summer Term) for the third time
- Failing to meet conditions previously imposed by a PR Panel

**Part 2      What were the reasons that impacted on the poor performance?**

Please give reasons: (eg financial issues (working too many paid hours) or relationship issues)

**Part 3      What strategies and actions do you intend to take to improve your performance?**

<b>Strategy</b>		<b>Timeframe/By When</b>
<b>A</b>		
<b>B</b>		
<b>C</b>		
<b>D</b>		
	<b>List examples of any actions you have already taken (EG workshop attendance, medical evidence)?</b>	

**Part 4      Consider and indicate whether you intend using/attending any of the following:**

- Regular class attendance
- Reduce paid working hours
- Meet with Course Administrator to redo course plan



	<b>Meet with unit Convenor/Tutor to ask about things you don't understand</b>
	<b>Review past assessments and note Convenor's comments</b> <b>Convenor Name:</b> _____
	<b>Other (Specify)</b> _____
<b>Part 5</b>	<b>Consider and indicate whether you intend using/attending any of the following:</b>
	<b>Academic Language Learning (ALL) Centres</b> <a href="http://www.international.swinburne.edu.au/las">www.international.swinburne.edu.au/las</a>
	<b>Learning Links Study Support</b> <a href="http://www.swinburne.edu.au/learninglinks">www.swinburne.edu.au/learninglinks</a>
	<b>Maths and Stats Help Centre (MASH)</b> <a href="mailto:mash@swin.edu.au">mash@swin.edu.au</a>
	<b>Programming Help Desk</b> <a href="http://www.swinburne.edu.au/ict/students/helpdesk.htm">www.swinburne.edu.au/ict/students/helpdesk.htm</a>
	<b>Health Service</b> <a href="mailto:healthservice@swin.edu.au">healthservice@swin.edu.au</a>
	<b>Student Services Counselling (including Financial Counselling)</b> <a href="http://www.swinburne.edu.au/stuserv/counselling/index.html">http://www.swinburne.edu.au/stuserv/counselling/index.html</a>
	<b>International Student Advisor</b> <a href="http://www.international.swinburne.edu.au/contact/current-student-contacts/#Advisers">http://www.international.swinburne.edu.au/contact/current-student-contacts/#Advisers</a>
	<b>Swinburne Students Amenities Association</b> <a href="http://www.myssaa.com.au/Advocacy">http://www.myssaa.com.au/Advocacy</a>
	<b>Academic Success Program (ASP) Workshops</b> <a href="http://www.swinburne.edu.au/stuserv/counselling">http://www.swinburne.edu.au/stuserv/counselling</a>
	<b># Making the Most of Your Time</b>
	<b># Make Stress Work for You</b>
	<b># Getting and Keeping Motivated</b>
	<b># Preparing for Exams</b>
	<b># All Day ASP Workshop</b>
	<b>Disability Liaison Office</b> <a href="http://www.swinburne.edu.au/stuserv/disability/">http://www.swinburne.edu.au/stuserv/disability/</a>
<b>Part 6</b>	<b>Student Commitment</b>
	I agree to undertake the conditions of this Academic Progress Plan which are designed to help me improve my academic performance.
	I understand that this Plan may be taken into account if my academic performance is unsatisfactory in future.
	I understand that the University may contact me to offer me further targeted support.
	I agree to follow up the specific recommendations in my plan and to provide supporting evidence if required.
	<b>Signature</b> ..... <b>Date</b> .....