

ACADEMIC PROGRESS PLAN

The purpose of this plan is to document the reasons for your last semester's academic results and actions that you agree to undertake in order to improve academic performance.

You should bring a copy of this plan to your meeting with an Academic Development Adviser (ADA)
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.

Student Name		ID Number	
Program Name		Faculty	
Year first enrolled in course		Date of Meeting	

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 the previous semester Failing a unit of study (including a unit studied in Winter or Summer Term) for the third time Others, please specify:-
Part 2	What were the reasons that impacted on the poor performance?

Please give reasons:

Part 3	What strategies and actions do you intend to take to improve your performance?	
	Strategy	Timeframe/By When
A		
B		
C		
D		



Part 4	List examples of actions you have already taken	

Part 5	Consider and indicate whether you intend using/attending any of the student supports:

Part 6	Student Commitment
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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.

Signature.....	Date.....
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Attachment:

For ADA's reference only: Share the unit/s that you enrolled in for the current semester, the assessment details and due date.

Unit Code/Name:				
Tasks and Details	Individual or Group	Weighting	Unit Learning Outcomes that this assessmenttask relates to	Assessment Due Date
1. Assignment	Individual	XX%	[ULO numbers]	End of week 5
2. Project Report	Group	XX%		End of week 7
3. Examination	Individual	XX%		Formal Exam Period

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