Student Advocacy.

Free, confidential & independent.

Need advice?

What to do if you've received an unsatisfactory progress letter

Find out what an unsatisfactory progress letter is and what you should do if you receive one.

If you fail more than one unit in a semester, you'll be sent an unsatisfactory progress letter – an invitation to discuss issues and strategies with your coordinator. You can talk about the circumstances that may have impacted your studies and come up with ways to improve your grades and continue in your course (like taking leave, joining a study group or reducing your study load).

Step 1

Meet with your course coordinator

Meeting with your coordinator is important. This is your chance to discuss any extra support you need so that a success plan – a list of strategies designed to help you get back on track – can be put together. You must contact them to arrange a meeting time, as per the instructions in your letter. And if you'd like someone from Student Advocacy to attend the meeting with you, let us know.

Step 2

Get everything in writing

Make sure that someone takes notes during the meeting. You can do this yourself, or you can ask someone from Student Advocacy to do it for you. If your course coordinator takes notes, ask them to email you a copy afterwards (and follow up if they don't). This isn't about trust. It shows that you're taking the matter seriously and will help keep you both accountable for any agreed actions.

Step 3

Follow the plan

Your course coordinator will send you a copy of your personalised success plan. If you don't follow it, there's a chance that your grades won't improve, and this may lead to exclusion or suspension.

We're here to help

How Student Advocacy can support you

If you need help, we can:
- explain the letter
- suggest success plan strategies
- attend the meeting with you.

Make an appointment to talk to us if you need any further assistance.

Federation University

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