ACADEMIC ACTION PLAN: STUDENT PROGRESS



Complete sections 1, 2 and 3 of this Academic Action Plan.

Please note that if you have undertaken an unsatisfactory progress appointment over the phone, the interview is not completed until you return the signed Academic Action Plan via email (<u>studentprogress.action@vu.edu.au</u>).

If you have a block on your enrolment due to repeated unit failure, you must have the Action Plan and Unit Block Removal approved by a course/unit advisors (CUA) and/or coordinator.

1. PERSONAL DETAILS

Title Mr	Ms M	iss Other:		
Family name				
Given name				
Preferred name				
Student ID				
College	VU Online	Course code	Course title	
List the unit(s) fo	r which your progress i	s unsatisfactory		

2. STUDENT REFLECTION ON ACADEMIC PROGRESS

1. What are the main reasons your progress was unsatisfactory for previous study periods? (Please indicate if the circumstances were beyond your control)

2. What could you do to address these issues?

3. What support or assistance would help you improve your academic performance?

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3. ACTIONS

Complete this section with your Student Success Advisor.

Agreed actions	Details	Timeframe
Consult with a specialist VU or external service provider, for example: Counselling Accessibility Senior Advisors (wellbeing advice, finance & international) Learning Hubs (careers) Chaplaincy 	List service that will provide appropriate support or N/A if no services are applicable	List the timeframe you will seek out the support services or N/A if you are not seeking further support
 Consider a different VU Online/ course Learning Hubs: Academic & Study Skills Editing, grammar, referencing support Build academic and study skills VU Online Student Enrolment Advisor 	List service that will provide appropriate support or N/A if no services are applicable	List the timeframe you will seek out the support services or N/A if you are not seeking to change courses
Non-academic activities (eg modify your working hours, seek different childcare arrangements, etc).	List non-academic activities that will help you improve your studies or N/A if there are none	List the timeframe you intend to action these changes or N/A if you are not implementing any changes

Student Success Advisor name

_Signature_____Date _____

Date Student signature

Please send the completed & signed form to Student Services (studentprogress@vu.edu.au) so it can be filed on record and any unit blocks can be lifted.

OFFICE USE ONLY

Approval for Unit Block Removal

Unit code	Unit name	Semester / Year