

EARLY WARNING LETTER

Student Rights Officers are available to assist you in identifying problems and creating strategies to improve your chances of success at Monash. They can also inform you of other services available on and off campus.

ENSURE YOUR POSTAL ADDRESS IS ACCURATE ON WES, INCLUDING YOUR SUMMER POSTAL ADDRESS. IF YOU DON'T RECEIVE CORRESPONDENCE FROM THE UNIVERSITY YOU MAY BE EXCLUDED.

What is an Early Warning Letter?

An Early Warning Letter indicates that your faculty believes that you are at risk of not meeting minimum academic progress requirements:

- Failing more than 50% of your enrolment for the year; or
- Failing a core unit twice; or
- Failing to comply with terms and conditions previously imposed by an Academic Progress Committee (APC).

What does this mean?

If you do not sufficiently improve, you may receive a Notice of Referral and Hearing and subsequently be called to attend an APC hearing so your faculty can discuss with you why you have not made progress in your course, and whether or not you are likely to be able to finish your degree. The APC wants to see you take concrete steps to seek help and do better.

What can I do to improve and avoid exclusion?

You should make an appointment with a staff member to discuss your situation as soon as possible. If you ignore the letter and achieve poor results in the subsequent semester, Monash will look on your situation less favourably than if you take action NOW.

Too often students think they can improve on their own without asking for help. Only you can make improvements, but Monash can assist by helping you identify the source of the problem and possible solution

What are some common reasons for poor marks?

Too little time studying or ineffective methods:

- Did you know that for every credit point you take, you are expected to spend 2 hours studying? That's 48 hours a week including class time for a full-time load!
- Did you know that Monash runs study-skill seminars at the beginning of each semester and can give you one-on-one assistance?

Your Student Rights Officers:

 9905 3118 OR  9905 3126
 studentrights.msa@adm.monash.edu.au

Too much time in paid employment:

- Did you know that Monash recommends a maximum of 20 hours per week paid work if you are studying full-time?
- Did you know that Monash can help you with loans and financial advice?

Not applying for Special Consideration if you've been sick or otherwise affected:

- Did you know that there is a way of applying for extensions and deferred exams?
- Note that students who complete their final examination/assessment task will not be eligible for special consideration.

You may need an Alternative Assessment Arrangement:

- Students with a disability (including anxiety) may arrange to have their exam/s held under alternative or varied conditions. Common alternative arrangements may include extra time, separate or private venues, specialised technical equipment or furniture etc.

Non-English Speaking Background:

- If you are a first year student of a non-English speaking background (NESB), you may be granted permission to have a dictionary or additional time, but this MUST be organised well before the exam date.

Being in the wrong unit:

- Did you know that you can change your unit selection after semester starts?

Personal and emotional problems:

- Problems are a normal feature of life.
- Did you know that Monash has a counselling service that's free for students?

Housing and Financial Concerns

- The MSA has dedicated Welfare Officers who can assist you in times of need.

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