



## UNSATISFACTORY PROGRESS SUBMISSION FORM: COLLEGE OF SCIENCE, HEALTH AND ENGINEERING

Student name:

Student I.D:

Course title:

Campus:

Date:

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### Instructions

You have been asked to complete this form because you are at risk of failing your degree. The information you provide will help the **Unsatisfactory Progress Committee** decide on your future standing at La Trobe University. Please complete *Part 1* and *Part 2* of this form (requires the [latest version of Adobe Reader](#)) and email it to us (see instructions below).

### To submit this form by email

1. Before filling out this form, save it to your desktop and open that copy in [Adobe Reader](#).
2. When you have finished filling out the form, save your changes, then email the form to she.upc@latrobe.edu.au from your La Trobe student email account.

### Attending your UPC meeting

If you are not able to attend your scheduled UPC meeting, you must still submit this form to help the UPC make its decision about whether you will be allowed to continue with your studies at La Trobe University. If you do not submit this form you may be excluded from your course (that is, you may no longer be allowed to remain enrolled in your studies).

Please be assured that we will treat any comments or answers you provide here in strict confidence (your comments will only be used by the UPC for their discussion about your academic progress). Please also be assured that our aim is to help you reflect on possible causes for your unsatisfactory progress, and how matters can be addressed to help you in the future.

La Trobe University aims always to put **students first** in our decision making.

Will you attend your scheduled UPC Meeting?    Yes            No

If you selected 'No', please provide reason:

## PART 1: Student Self Evaluation

### Directions for Checklist

Step 1: Nominate up to three circumstances which may be affecting your academic success.

Step 2: Identify solutions you think might be helpful.

Circumstances	Solutions	
<b>Free time</b>		
Too much social life Overcommitted to my outside activities (e.g. sport, hobbies, etc.)	Set Goals Find rewards Just say NO!	Use a 'To Do' list. Other:
<b>Academic/Study Skills</b>		
Learning disability Poor study environment Not allowing enough study time Not enough preparation Problems with reading / writing/English Lack of concentration Not enough academic support	Speak to Equity and Diversity Chat to a Peer Learning Advisor Seek more help from tutors / academics Allocate more time to study	Change study environment Form a study group Start assignments/study earlier Other:
<b>Course</b>		
Not enjoying my course Course work is too hard Workload is too big Absence from class Problems with my lecturer or tutor	Choose different electives Ensure my attendance is higher Seek advice for a course transfer Other:	Take a leave of absence* Reduce subject load* *Domestic students only. International students must seek advice from LTI
<b>Personal</b>		
Living arrangements Relationships worries/breakup Loneliness Living away from home Socially uncomfortable/shy Health/medical condition Harassment, bullying, discrimination Other	Work on managing my stress Ask for help Find things that relax me (eg. Exercise, music, etc.) Seek counselling Visit a Doctor Join club or organization	Develop a routine Take family member to get medical help Attend parenting classes Attend family counseling Other:
<b>Financial/Work</b>		
Worried about money Problems with Centrelink Partner not working Working too many hours Job issues Can't find work	Seek financial advice Visit Centrelink Contact financial aid Create a budget Find a new job	Change my job Help my partner to find a job Reduce paid working hours Speak to LTI (International Students) Other:

**Part 2: Your Academic Progress**

1. Please describe the circumstances which have impacted your academic performance. Use the *Student Self Evaluation Form (Part 1)* which lists circumstances and solutions to help you identify these.

2. Are the circumstances you identified (above) the same or similar to those which contributed to previous poor academic performance?

3. The Unsatisfactory Progress Committee will ask you what your plan is to succeed in your course. What steps will you take to improve your academic performance?

4. Are there other issues you would like to raise with the Unsatisfactory Progress Committee (UPC) when you meet?

Please email this form to [she.upc@latrobe.edu.au](mailto:she.upc@latrobe.edu.au) from your La Trobe email address.

If you have any questions about this form or academic progress, please contact [ASK La Trobe](#).

You will be contacted by the Unsatisfactory Progress Committee within 10 working days of your submission.