Academic Progress - User Guide 2026

ACU
AUSTRALIAN CATHOLIC UNIVERSITY

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Introduction

The Student Academic Progress Report supports the Academic Progress process by identifying students who meet the criteria for At Risk, Unsatisfactory Progress, or Termination. For further information, refer to Section 11 of the 2026 Academic Regulations.

Academic Progress Report Triggers

Trigger 1 - Failed 50% or more of enrolled units or credit points in a review period

OCCURRENCE	STATUS
First time	At Risk
Second non-consecutive time	At Risk
Second consecutive time	Unsatisfactory
Third non-consecutive time	Unsatisfactory
Three consecutive review periods	Termination
Any four (or more) review periods	Termination

Trigger 2 - Failed the same or equivalent unit (excluding professional experience units)

OCCURRENCE	STATUS
Second attempt	At Risk
Third attempt	Unsatisfactory
Fourth or more attempts	Termination

Trigger 3 - Failed a professional experience unit (or unit containing professional experience)

OCCURRENCE	STATUS
First failure	Unsatisfactory
Second or more failures	Termination

Progression review periods

Academic Progress outcomes are assessed across defined Review Periods. These Review Periods align with results release dates and include the following teaching periods:

Review Period 1	Review Period 2
Following Semester 1 result release	Following Semester 2 result release
Includes: Semester 1 Summer Term Professional Term 8 (previous year) Professional Term 1 Professional Term 2 Professional Term 3 Professional Term 4 ACU Online Term 1 ACU Online Term 2	Includes: • Semester 2 • Winter Term • Professional Term 5 • Professional Term 6 • Professional Term 7 • ACU Online Term 3 • ACU Online Term 4

How to use the Academic Progress report

The Student Academic Progress Report is available in Argos.

Navigation path:

- Open Argos
- Select General Reports → Results → Student Academic Progress Report

If you do not have access to Argos, you can submit Argos Report Access Request through Service Central.

Note: VPN access is required when working off campus.

How to run the report

Before running the report:

- Ensure the correct Review Period and Status have been selected.
- Confirm that results for the selected Review Period have been finalised.
- Students with unfinalised grades are treated as passes and may not be identified correctly in the report.

1. Click 'Reports' here.
2. Select the required parameters (refer to Figure 1):

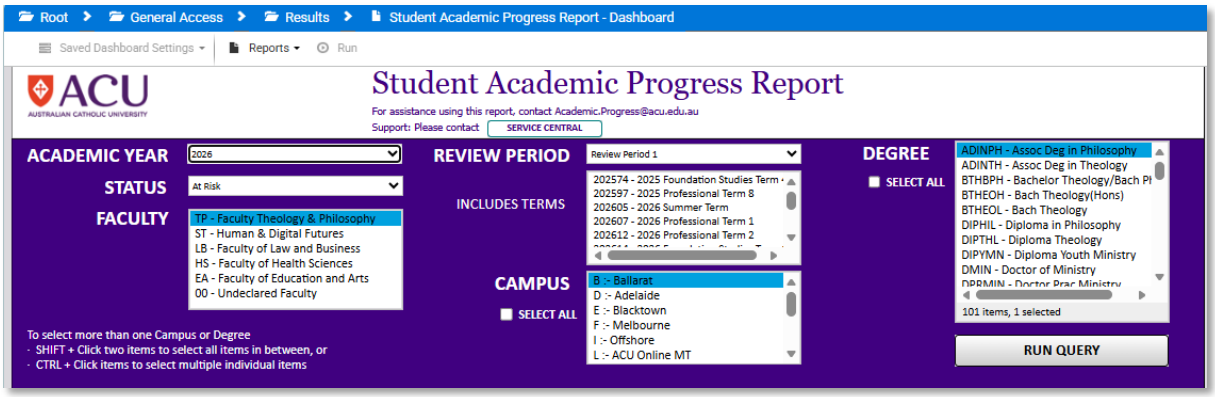
- Status (At Risk, Unsatisfactory or Termination).
- Faculty.
- Review Period.
- Campus.

- For the Degree field:
    - Click Select All to include all degrees; or
    - Select specific degrees using CTRL or SHIFT.

3. Click ‘Run Query’.

Note: Only one status can be selected at a time.

Figure 1: Parameter selection screen



Viewing the results

Results are displayed across three sections:

Trigger 1: failed 50% or more of enrolled units or credit points

- First time & second non-consecutive time: At Risk.
- Second consecutive time & third non-consecutive time: Unsatisfactory.
- Three consecutive or any four or more review periods: Termination.

Trigger 2: failed the same or equivalent unit (excluding professional experience units)

- Second time: At Risk.
- Third time: Unsatisfactory.
- Fourth time: Termination.

Trigger 3: Failed a professional experience unit or unit containing professional experience

- First time: Unsatisfactory Progress.
- Second time and more: Termination.

Note:
- Students appear under their highest progression status only.
- A student may appear under multiple triggers within that status.

Viewing trigger details

<u>To review why a student has been identified:</u>

1. Locate the relevant trigger section (refer to Figure 2 below).
2. Click ‘Get Trigger Details’.
3. Select Student Details under the Student List to display the student's Review Period details and academic history.

Figure 2: Trigger button on the control panel and Report results view.

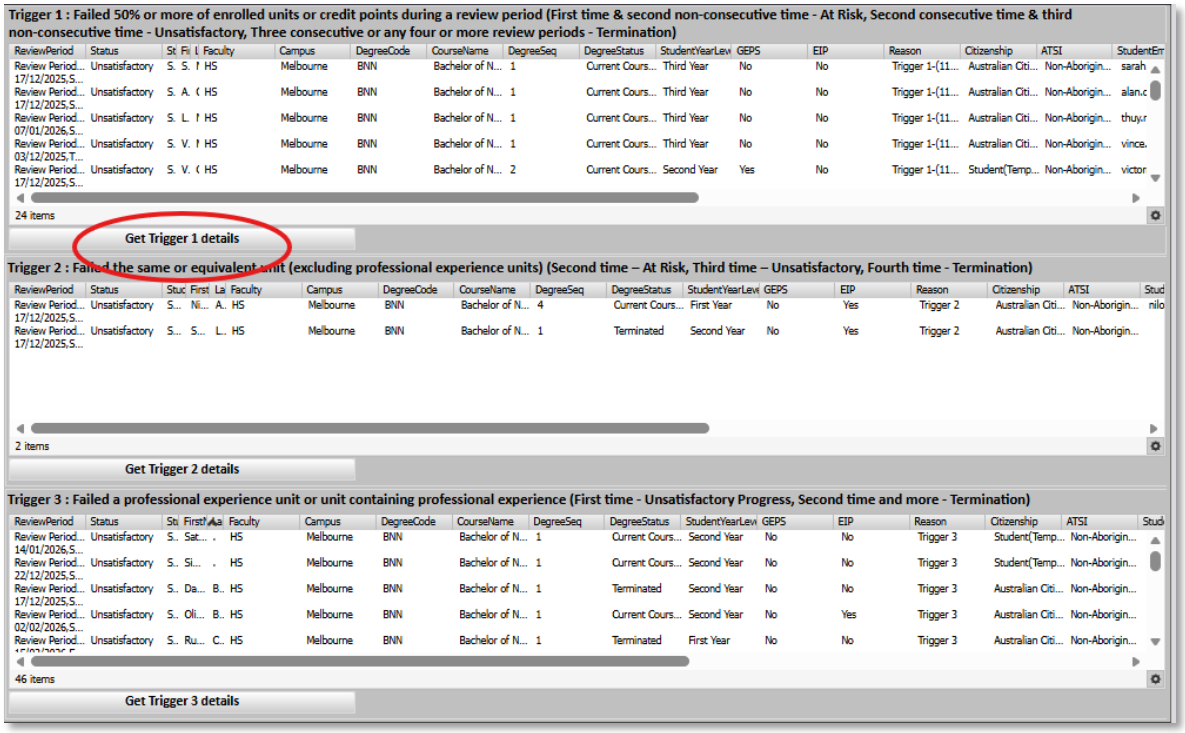
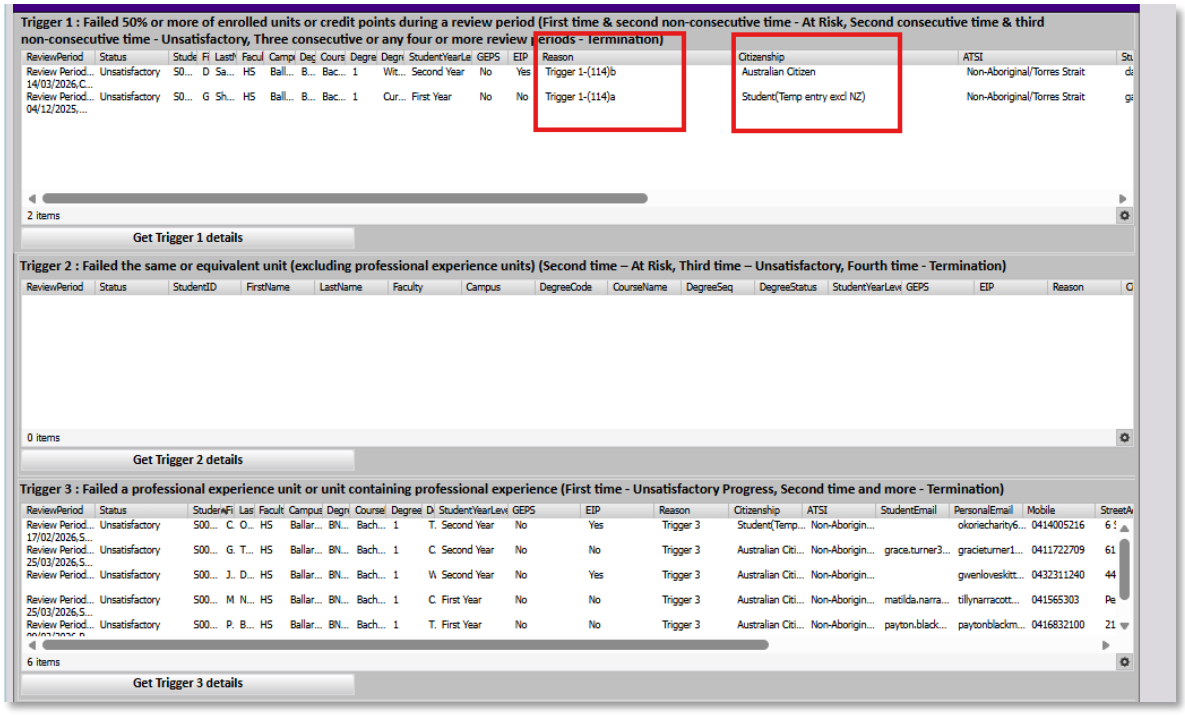


Figure 3: Trigger 1 reason field and Citizenship field.



Understanding the panels

Student List (Left Panel)

Displays all students identified for the selected trigger and status.

Review Period Details (top right panel)

Displays the review periods relevant to the selected trigger, including:

- Year and Review Period.
- Percentage failed (units and credit points), where applicable.

Select a Review Period to view additional detail.

Academic History Details per Review Period (bottom right panel)

Displays all units undertaken in the selected review period, including:

- Unit codes.
- Grades achieved.
- Credit points.

Units with a CLIN attribute indicate professional experience units.

To view the full academic transcript, select ‘Check to display full transcript’.

Additional fields

The Student List includes fields such as:

- Citizenship.
- ATSI status.

These fields support reporting and are particularly relevant when processing outcomes such as termination notifications, including selecting the appropriate template based on citizenship.

Reviewing Trigger 1 Details

A student will meet Trigger 1 where they have failed 50% or more of either:

- Credit points (PctFailedCP).
- Enrolled units (PctFailedUnit).

Review:

- PctFailedCP (failed credit points).
- PctFailedUnit (failed units).
- Review period history.

Understanding Failure Percentages

- PctFailedCP refers to the total credit point value failed during the review period.
- PctFailedUnit refers to the number of units failed during the review period.

Reviewing Trigger 2 Details

A student will meet Trigger 2 where they have failed the same unit, or an equivalent unit, multiple times.

Review:

- Unit code.
- Number of failed attempts.
- Trigger level reached (At Risk, Unsatisfactory, or Termination).

Reviewing Trigger 3 Details

A student will meet Trigger 3 where they have failed a professional experience unit or a unit with a CLIN attribute.

Review:

- Failed CLIN units.
- Number of failed attempts.
- Full academic transcript (if required).

Note: Professional experience units are identified by the CLIN attribute.

Accessing an Individual Student's Academic Progression Report

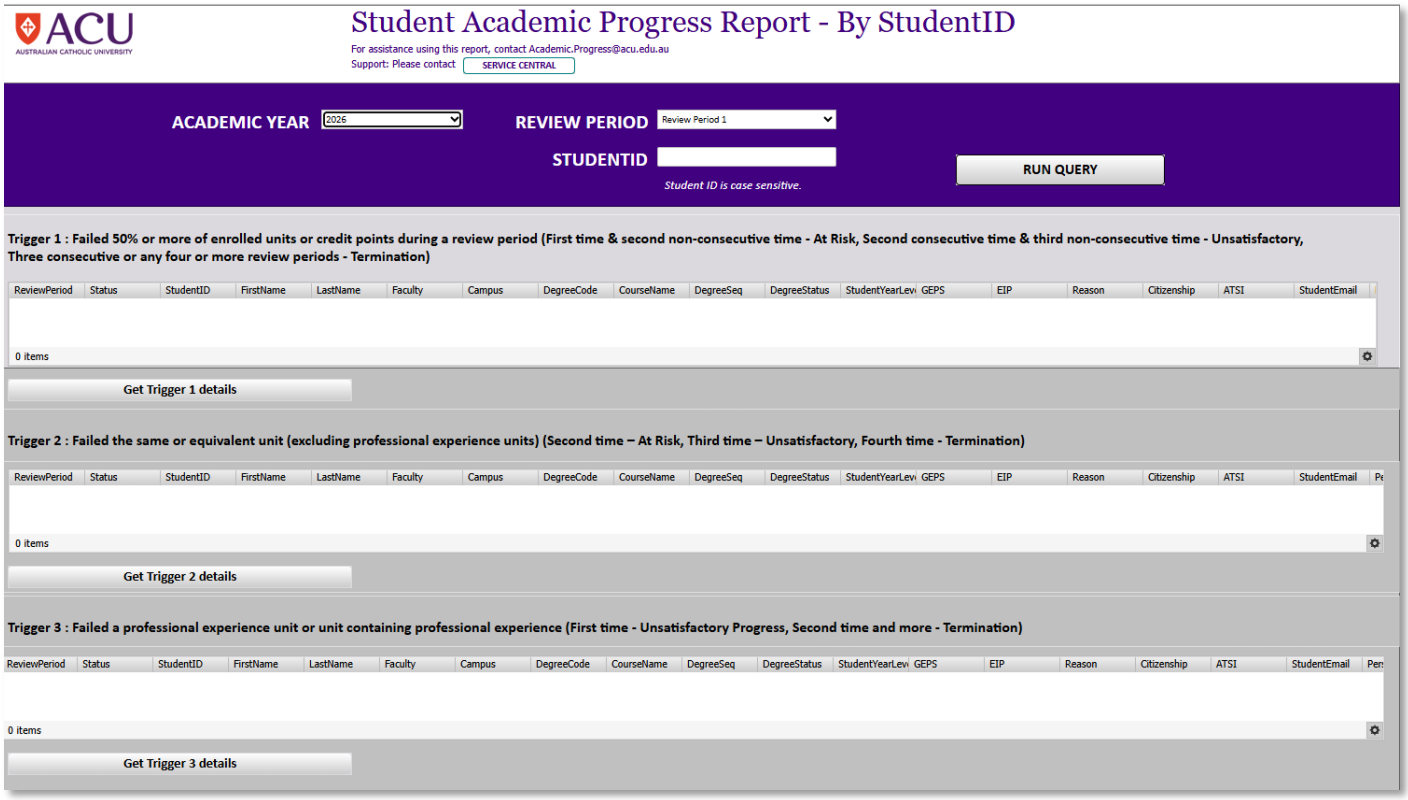
Use this report to review an individual student's Academic Progress outcome:

1. Click ‘Reports’ here.
2. Select ‘Student Academic Progress Report - By Student’.
3. Select the relevant ‘Academic Year’.
4. Select the relevant ‘Review Period’.
5. Enter the Student ID in the ‘StudentID’ field.
6. Click ‘Run Query’.

Important:

- If no results are returned, the student did not trigger an Academic Progress outcome in the selected Review Period.
- Academic Progress outcomes are assessed independently for each Review Period. If no result is returned, repeat the search using the previous Review Period.
- Student IDs are case sensitive.

Figure 4: Student Academic Progress Report - By Student report page.



Exporting results by trigger status for individual student

1. Run the report.
2. Select the appropriate trigger.
3. Select the student from the list.

View student details

Click ‘Student Details’ to display the information.

This will populate:

- Review Period Details
- Academic History Details per Review Period

Exporting data to CSV

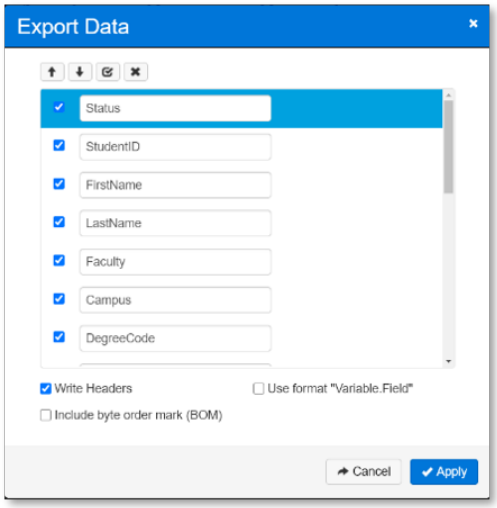
1. Click the Export icon located at the bottom-right corner of the relevant section, as shown in Figure 5 (see icon below).
2. Select ‘Export All to CSV’ as shown in Figure 6: Parameter selection showing all fields selected.
3. Click ‘Apply’.
4. A CSV file will be downloaded.

Note: The exported file includes all selected fields by default.

Figure 5: The export icon for downloading data to CSV.



Figure 6: Parameter selection showing all fields selected.



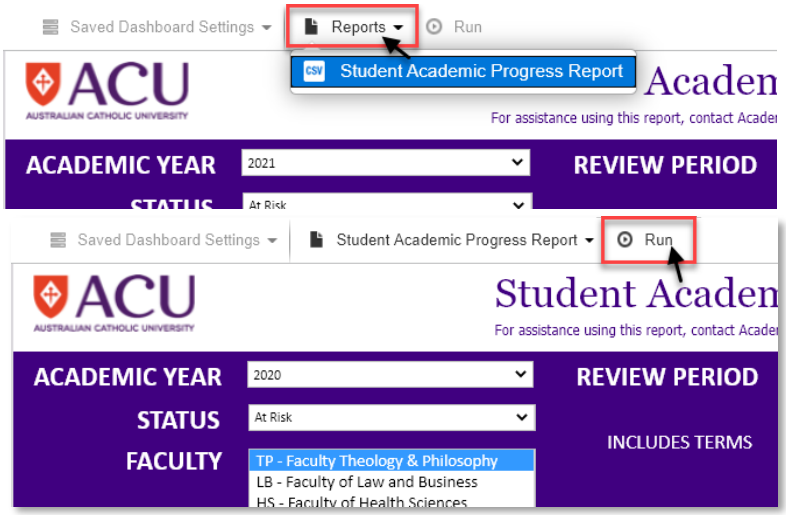
Exporting all triggers (by status)

If required, all three triggers can be exported for a selected status in a single CSV file.

To export:

1. Click ‘Reports’, as shown in Figures 7 and 8 below.
2. Select ‘Student Academic Progress Report’.
3. Click Run to download the CSV file.

Figure 7 and 8: Parameter selection.



The exported file can be used for:

- Mail merge into Academic Progress letter templates.
- Filtering and further data analysis.

Next steps after running the report

After running the report:

- Review students identified under each trigger.
- Export results for processing, correspondence, or case review.

The report output may be used for:

- Academic Progress notifications.
- Mail merge into letter templates.
- Internal tracking and case management.

Roles and responsibilities

The Student Academic Progress Report is used to identify students who require Academic Progress review.

The relevant School is responsible for:

- Reviewing identified students.
- Issuing Academic Progress notifications.
- Managing progression outcomes in accordance with the Academic Regulations.

Withdrawals, Transfers, Interruption of Studies and Termination Decisions

This guide outlines what action is required when a student's enrolment changes during the Academic Progress process.

The action required will depend on:

- The Academic Progress stage the student has reached.
- Whether the student has submitted a Show Cause response.
- Whether the student has withdrawn, transferred, taken an Interruption of Studies, or changed their enrolment in another way.

At Risk

Students identified as At Risk are normally issued an At Risk notification and encouraged to access available support services.

If a student withdraws from their course, transfers to another course, or another approved circumstance applies before an At Risk notification is issued, the School may advise Academic Progress that the notification is no longer required.

School action:

Email Academic Progress with the following information and narrative comment:

- Student ID
- Student Name
- Review Period

Narrative comment

School advised Academic Progress At Risk letter not required. Reason: [WCA/CTA/Approved Reason]. [Initials] [DD/MM/YYYY]

Academic Progress action:

1. Record the outcome.
2. Update the student's record.
3. Add the narrative comment provided by the School to the student's record.

Show Cause

Every Show Cause notice requires a recorded outcome.

Schools are responsible for determining the outcome and providing a copy of the outcome letter to Academic Progress.

Outcomes should normally be finalised within 20 working days of receiving the student's Show Cause response.

A Show Cause case is not considered complete until:

- An outcome has been determined.
- The outcome has been communicated to the student (where required).
- Academic Progress has been advised of the outcome.

Following Assessment of a Show Cause Response

Where a student submits a Show Cause response, the Course Adviser will assess the response and determine an outcome.

Following assessment, the Course Adviser will determine whether the student:

- May continue in their program.
- May continue with conditions (for example, academic support and/or a reduced study load).
- Must transfer to another program (where eligible).
- Will have their enrolment terminated.

Note: A copy of the outcome letter should be provided to Academic Progress.

Student does not submit a Show Cause response and withdraws or transfers

If a student has been issued a Show Cause letter but does not submit a Show Cause response and subsequently:

- Withdraws from their course; or
- Transfers to another course

the School should email Academic Progress advising of the student's circumstances.

Note: A formal Show Cause outcome letter is not required.

School action:

Email Academic Progress and provide the following information:

- Student ID
- Student Name
- Review Period

Include the appropriate narrative comment:

Option 1: Student withdrawn from course

Student was liable to receive a Show Cause outcome for [Review Period]; however, the School has advised that no further Academic Progress action will be taken as the student has withdrawn from their course. [Initials] [Date]

OR

Option 2: Student transferred to another course

Student was liable to receive a Show Cause outcome for [Review Period]; however, the School has advised that no further Academic Progress action will be taken as the student has transferred to another course. [Initials] [Date]

Academic Progress action:

1. Record the outcome.
2. Update the student's record.
3. Add the narrative comment provided by the School to the student's record.

Student submits a Show Cause response and then withdraws

If a student submits a Show Cause response and subsequently withdraws from their course, a formal outcome should still be provided.

This recognises the student's participation in the Show Cause process and ensures a formal outcome is recorded.

School action:

1. Issue the Show Cause Outcome - Student Withdrawn from Course template to the student.
2. Provide a copy of the outcome letter to Academic Progress.

Academic Progress action:

1. Record the outcome.
2. Update the student's record.

Student submits a Show Cause response and then transfers to another ACU course

If a student submits a Show Cause response and subsequently transfers to another ACU course, a formal outcome should still be provided.

This recognises the student's participation in the Show Cause process and ensures a formal outcome is recorded.

School action:

1. Issue the Show Cause Outcome - Student Transferred to Another ACU Course template to the student.
2. Provide a copy of the outcome letter to Academic Progress.

Academic Progress action:

1. Record the outcome.
2. Update the student's record.

Students who take an Interruption of Studies (IOS)

An Interruption of Studies (IOS) does **not** remove a student from the Academic Progress process.

Students who have been issued a Show Cause notice are still required to participate in the Show Cause process.

An IOS does not remove the requirement for the student to Show Cause, nor does it prevent the matter progressing through the Academic Progress process.

Schools should continue to assess these students through the normal Show Cause process and determine an outcome based on the student's circumstances.

If the student does not submit a Show Cause response, the student may progress to the Termination of Enrolment stage in accordance with the Academic Progress Regulations.

Termination of Enrolment

Students who meet the criteria for Termination of Enrolment under the Academic Regulations will normally proceed to termination unless otherwise determined by the Head of School (or delegate).

There are a number of pathways that can lead to Termination of Enrolment, including:

- Following a Show Cause process where:
    - No response is received; or
    - The response is not considered sufficient.
- Academic Progress triggers identified in Academic Progress reports.
- School-managed triggers, such as not meeting enrolment conditions or exceeding the maximum time allowed to complete a course.

Once a Termination of Enrolment letter has been issued, the student has 20 working days to appeal the decision.

If the student lodges an appeal, Academic Progress should be notified as soon as possible and copied into all appeal correspondence.

This helps ensure the student's record remains accurate while the appeal is being considered and prevents termination actions from being applied incorrectly.

When is Head of School Approval Required?

Head of School (or delegate) approval is required when a student has reached the Termination of Enrolment stage and the School wishes to take a different action.

This may include:

- Not proceeding with the termination.
- Downgrading the student from Termination to Show Cause.
- Accepting a withdrawal from course as the outcome.
- Accepting a transfer to another course as the outcome.
- Approving another alternative outcome.

School action:

Email Academic Progress and provide the following information:

- Student ID
- Student Name
- Review Period
- Reason termination will not proceed
- Confirmation of the alternative outcome
- Name of the Head of School (or delegate) approving the decision

Academic Progress action

1. Record the outcome.
2. Add the following narrative comment to the student's record:

School advised Academic Progress Termination of Enrolment letter not required. Reason: [WCA/CTA/Approved Reason]. Approved by Head of School (or delegate): [Name]. [Initials] [DD/MM/YYYY]

Note:

- Every Show Cause notice requires a recorded outcome.
- If a student submits a Show Cause response, a formal outcome letter must be issued.
- If a student does not submit a Show Cause response but withdraws from their course or transfers to another course, the School must advise Academic Progress so the outcome can be recorded.
- An Interruption of Studies (IOS) does not remove a student from the Academic Progress process.

- Students on an IOS are still required to participate in the Show Cause process.
- Students who do not submit a Show Cause response may progress to the Termination of Enrolment stage.
- Head of School approval is only required where a student has reached the Termination of Enrolment stage and the School wishes to proceed with an alternative outcome instead of termination.
- Academic Progress cannot finalise a student's record until an outcome has been recorded.

Academic Progress Outcomes in SPACMNT

SPACMNT is the primary screen used to view a student's Academic Progress history.

It can be used to:

- Confirm a student's current Academic Progress status.
- Review previous Academic Progress activity.
- Check whether an appeal has been lodged.
- Confirm the outcome of an appeal.
- Review rescissions, reversals and termination activity.
- Understand where a student currently sits in the Academic Progress process.

When reviewing a student's record, start with the most recent entry and work backwards if additional context is required.

Note: Students may have multiple SPACMNT entries. Reviewing earlier entries can help build a complete picture of the student's Academic Progress history.

Comment Type and Originator

Academic Progress entries are normally recorded using the following values:

FIELD	VALUE
Comment Type	100
Originator	ACPR
Originator	ENRL

ACPR and ENRL are both used for Academic Progress activity.

Academic Progress Comment Codes

The comment code provides a quick snapshot of where a student is in the Academic Progress process.

Use the table below as a reference guide.

CODE	MEANING
ABN	Abandoned Course
AR	At Risk
ETA	Appeal Pending
ETO	Termination Appeal Upheld
ETP	Termination Pending

ETR	Termination Rescinded
ETS	Terminated Student
INA	Inactive
RTS	Termination Reversed
SHO	Show Cause Sent
SSC	Shown Sufficient Cause
WCA	Withdrawn From Course

Using Narrative Comments

The comment code provides a high-level summary, however the narrative comments provide the detail behind the outcome.

When reviewing a student's record, it is important to check both the comment code and the narrative comments.

The narrative comments can help explain:

- What action was taken.
- When the action occurred.
- Whether correspondence was issued.
- Whether an appeal was received.
- The outcome of an appeal.
- Why a decision was rescinded or reversed.

Example SPACMNT Record

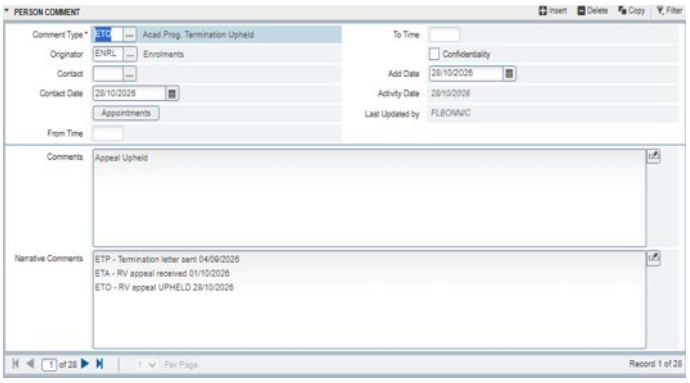


Figure 9: SPACMNT Personal comment.

Comment Code: ETO

Narrative Comments:
ETP - Termination letter sent 04/09/2026
ETA - RV appeal received 01/10/2026
ETO - RV appeal UPHELD 28/10/2026

What does this tell us?

✅ Termination letter sent

- ✅ An appeal was received
- ✅ The appeal was upheld
- ✅ The termination decision no longer applies

By reviewing the comment code and narrative comments together, you can quickly understand both the outcome and the events that led to it.

Note: If you are responding to a student enquiry or checking the status of an Academic Progress matter, SPACMNT is usually the first place to look.

The comment code provides the current status, while the narrative comments provide the context behind that status.

Academic Progress (Section 11)

The following provides a simplified breakdown of the Academic Progress requirements outlined in the 2026 Academic Regulations. This information is intended to support understanding of the Academic Progress process.

At Risk Process (Clauses 113-114)

A student is identified as At Risk if they:

- Fail 50% or more of enrolled units or credit points during a review period for the first time, or
- Fail 50% or more of enrolled units or credit points in a subsequent non-consecutive review period, or
- Fail the same unit or its equivalent on two occasions

Students are:

- Formally notified of their At Risk status
- Advised of potential progression outcomes if further failure occurs
- Encouraged to seek academic support

Unsatisfactory Academic Progress (Clauses 115-116)

A student is identified as Unsatisfactory if they:

- Fail 50% or more of enrolled units or credit points in:
  - Two consecutive review periods, or
  - Three non-consecutive review periods, or
- Fail the same unit or its equivalent on three occasions, or
- Fail a professional experience unit or a unit containing professional experience, or
- Are unable to complete their course within the permitted timeframe

Show Cause Process (Clauses 117-122)

Students must submit a written response that:

- Explains the circumstances impacting their academic performance
- Demonstrates a strategy for improvement
- Includes supporting evidence (where applicable)

Following assessment, students may:

- Continue in their course (with or without conditions), or
- Be required to meet specific conditions (e.g. reduced load or support requirements), or
- Transfer to another course, or
- Have their enrolment terminated

Termination of Enrolment for Unsatisfactory Academic Progress (Clause 123)

A student will have their enrolment terminated if they:

- Fail to respond to a Show Cause notice, or
- Submit a response that is not approved, or
- Meet any of the following criteria:

Trigger 1

- Fail 50% or more of enrolled units or credit points in:
  - Three consecutive review periods, or
  - Any four review periods

Trigger 2

- Fail the same unit or its equivalent on four or more occasions

Trigger 3

Fail:

- The same professional experience unit twice, or
- Two different professional experience units

Additional conditions

Fail to meet previously imposed conditions, or
Exceed the maximum time limit for course completion

Version note: This guide reflects the 2026 Academic Regulations (Section 11 - Academic Progress). Changes from previous versions may affect trigger outcomes and student status.