

Academic Progress - User Guide

Contents

Introduction.....	3
Academic Progress Report triggers	3
Progression review periods	4
How to use the Academic Progress report.....	4
Viewing trigger details	6
Reviewing Trigger Details	8
Accessing the report for an individual student	10
Exporting results by trigger status for individual student	11
Exporting all triggers (by status).....	12
Academic Progress (Section 11).....	13
At Risk Process (Clauses 113-114).....	13
Unsatisfactory Academic Progress (Clauses 115-116)	13
Show Cause Process (Clauses 117-122).....	13
Termination of Enrolment for Unsatisfactory Academic Progress (Clause 123)	13

Introduction

Academic Progress is a key process used to monitor student performance. The Student Academic Progress Report supports this process by identifying students who meet the criteria for At Risk, Unsatisfactory Progress or Termination. Refer to the 2026 Academic Regulations - Section 11 for further detail.

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

A student's academic progress is assessed across defined progression review periods. These are aligned to results release timelines 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

Before running the report

- Ensure the correct review period and status are selected
- Confirm results for the review period have been finalised
- Students with unfinalised grades are treated as passes for reporting purposes

How to access the 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.

Notes: VPN is required when working off campus

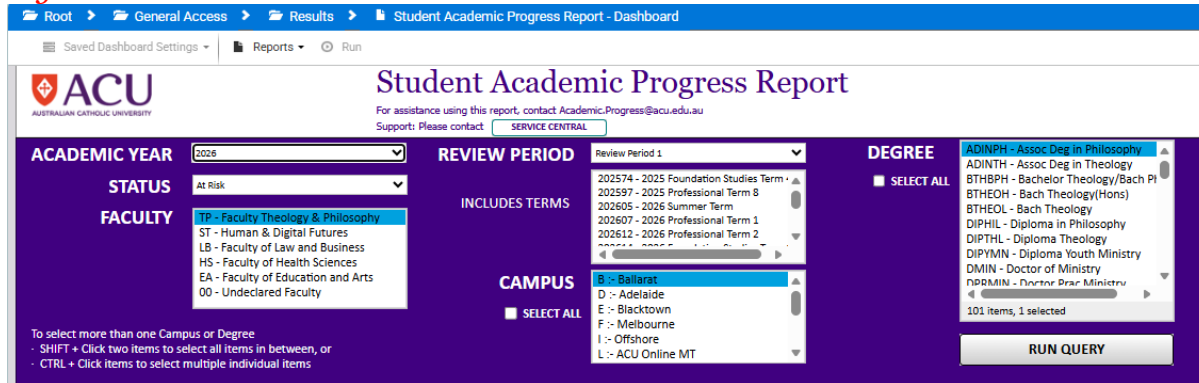
How to run the report

1. Go to [report](#)
2. Select the required parameters (refer to Figure 1):
 - Status (At Risk, Unsatisfactory or Termination)
 - Faculty
 - Review Period
 - Campus
 - In the Degree field:
 - Click 'Select All' to include all degrees, or

- Select specific degrees using CTRL / SHIFT
3. Click 'Run Query'

Notes: 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

Notes:

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

Viewing trigger details

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

Trigger 1 : Failed 50% or more of enrolled units or credit points during a review period (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)

ReviewPeriod	Status	Stu F	La	Facult	Campus	DegreeCode	CourseName	DegreeSeq	DegreeStatus	StudentYearLev	GEPS	EIP	Reason	Citizenship	ATSL	StudentErr
Review Period... 17/12/2025.S...	Unsatisfactory	S. S.	I	HS	Melbourne	BNN	Bachelor of N...	1	Current Cours...	Third Year	No	No	Trigger 1-(11...	Australian Cti...	Non-Aborigin...	sarah
Review Period... 17/12/2025.S...	Unsatisfactory	S. A.	K	HS	Melbourne	BNN	Bachelor of N...	1	Current Cours...	Third Year	No	No	Trigger 1-(11...	Australian Cti...	Non-Aborigin...	alan.c
Review Period... 17/12/2025.S...	Unsatisfactory	S. L.	I	HS	Melbourne	BNN	Bachelor of N...	1	Current Cours...	Third Year	No	No	Trigger 1-(11...	Australian Cti...	Non-Aborigin...	thuy.r
Review Period... 07/01/2026.S...	Unsatisfactory	S. V.	I	HS	Melbourne	BNN	Bachelor of N...	1	Current Cours...	Third Year	No	No	Trigger 1-(11...	Australian Cti...	Non-Aborigin...	vinca
Review Period... 03/12/2025.T...	Unsatisfactory	S. V.	K	HS	Melbourne	BNN	Bachelor of N...	2	Current Cours...	Second Year	Yes	No	Trigger 1-(11...	Student(Temp...	Non-Aborigin...	victor

24 items

Get Trigger 1 details

Trigger 2 : Failed the same or equivalent unit (excluding professional experience units) (Second time - At Risk, Third time - Unsatisfactory, Fourth time - Termination)

ReviewPeriod	Status	Stu	First	La	Facult	Campus	DegreeCode	CourseName	DegreeSeq	DegreeStatus	StudentYearLev	GEPS	EIP	Reason	Citizenship	ATSL	Stud
Review Period... 17/12/2025.S...	Unsatisfactory	S.	Ni...	A.	HS	Melbourne	BNN	Bachelor of N...	4	Current Cours...	First Year	No	Yes	Trigger 2	Australian Cti...	Non-Aborigin...	nilo
Review Period... 17/12/2025.S...	Unsatisfactory	S.	S.	L.	HS	Melbourne	BNN	Bachelor of N...	1	Terminated	Second Year	No	Yes	Trigger 2	Australian Cti...	Non-Aborigin...	

2 items

Get Trigger 2 details

Trigger 3 : Failed a professional experience unit or unit containing professional experience (First time - Unsatisfactory Progress, Second time and more - Termination)

ReviewPeriod	Status	Stu	First	La	Facult	Campus	DegreeCode	CourseName	DegreeSeq	DegreeStatus	StudentYearLev	GEPS	EIP	Reason	Citizenship	ATSL	Stud
Review Period... 14/01/2026.S...	Unsatisfactory	S.	Sa...	.	HS	Melbourne	BNN	Bachelor of N...	1	Current Cours...	Second Year	No	No	Trigger 3	Student(Temp...	Non-Aborigin...	
Review Period... 22/12/2025.S...	Unsatisfactory	S.	Sl...	.	HS	Melbourne	BNN	Bachelor of N...	1	Current Cours...	Second Year	No	No	Trigger 3	Student(Temp...	Non-Aborigin...	
Review Period... 17/12/2025.S...	Unsatisfactory	S.	Da...	B.	HS	Melbourne	BNN	Bachelor of N...	1	Terminated	Second Year	No	No	Trigger 3	Australian Cti...	Non-Aborigin...	
Review Period... 02/02/2026.S...	Unsatisfactory	S.	Ol...	B.	HS	Melbourne	BNN	Bachelor of N...	1	Current Cours...	Second Year	No	Yes	Trigger 3	Australian Cti...	Non-Aborigin...	
Review Period... 17/12/2025.S...	Unsatisfactory	S.	Ru...	C.	HS	Melbourne	BNN	Bachelor of N...	1	Terminated	First Year	No	No	Trigger 3	Australian Cti...	Non-Aborigin...	

46 items

Get Trigger 3 details

Figure 3: Trigger 1 reason field and Citizenship field

Trigger 1 : Failed 50% or more of enrolled units or credit points during a review period (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)

ReviewPeriod	Status	Stu	First	La	Facult	Campus	DegreeCode	CourseName	DegreeSeq	DegreeStatus	StudentYearLev	GEPS	EIP	Reason	Citizenship	ATSL	StudentEmail	PersonalEmail	Mobile	StreetA
Review Period... 17/02/2026.S...	Unsatisfactory	500...	D	Sa...	HS	Ballar...	BN...	Bach...	1	Wit...	Second Year	No	Yes	Trigger 1-(114)b	Australian Citizen	Non-Aboriginal/Torres Strait	okonecharity6...	0414005216		61
Review Period... 14/03/2026.C...	Unsatisfactory	500...	G	Sh...	HS	Ballar...	BN...	Bach...	1	Cur...	First Year	No	No	Trigger 1-(114)a	Student(Temp entry exd NZ)	Non-Aboriginal/Torres Strait	gracieturner3...	0411722709		61

2 items

Get Trigger 1 details

Trigger 2 : Failed the same or equivalent unit (excluding professional experience units) (Second time - At Risk, Third time - Unsatisfactory, Fourth time - Termination)

ReviewPeriod	Status	StudentID	First Name	Last Name	Faculty	Campus	DegreeCode	CourseName	DegreeSeq	DegreeStatus	StudentYearLev	GEPS	EIP	Reason
--------------	--------	-----------	------------	-----------	---------	--------	------------	------------	-----------	--------------	----------------	------	-----	--------

0 items

Get Trigger 2 details

Trigger 3 : Failed a professional experience unit or unit containing professional experience (First time - Unsatisfactory Progress, Second time and more - Termination)

ReviewPeriod	Status	StudentID	First Name	Last Name	Faculty	Campus	DegreeCode	CourseName	DegreeSeq	DegreeStatus	StudentYearLev	GEPS	EIP	Reason	Citizenship	ATSL	StudentEmail	PersonalEmail	Mobile	StreetA
Review Period... 17/02/2026.S...	Unsatisfactory	500...	C.	O.	HS	Ballar...	BN...	Bach...	1	T.	Second Year	No	Yes	Trigger 3	Student(Temp...	Non-Aborigin...	okonecharity6...	0414005216		61
Review Period... 25/03/2026.S...	Unsatisfactory	500...	G.	T.	HS	Ballar...	BN...	Bach...	1	C.	Second Year	No	No	Trigger 3	Australian Cti...	Non-Aborigin...	gracieturner3...	0411722709		61
Review Period... 25/03/2026.S...	Unsatisfactory	500...	J.	D.	HS	Ballar...	BN...	Bach...	1	V.	Second Year	No	Yes	Trigger 3	Australian Cti...	Non-Aborigin...	gwenloveskitt...	0432311240		44
Review Period... 25/03/2026.S...	Unsatisfactory	500...	M.	N.	HS	Ballar...	BN...	Bach...	1	C.	First Year	No	No	Trigger 3	Australian Cti...	Non-Aborigin...	matilda.narra...	041565303		Pe
Review Period... 25/03/2026.S...	Unsatisfactory	500...	P.	B.	HS	Ballar...	BN...	Bach...	1	T.	First Year	No	No	Trigger 3	Australian Cti...	Non-Aborigin...	payton.black...	0416832100		21

6 items

Get Trigger 3 details

To review why a student has been identified:

1. Locate the relevant trigger section (refer to Figure 2)
2. Click 'Get Trigger Details'
3. Select a student from the list

The report includes additional detail for Trigger 1, identifying the specific Academic Regulation each student has been flagged under. This information is available in the 'Reason' column as seen in Figure 3.

The 'Reason' column for Trigger 2 and Trigger 3 does not display regulation references, as this detail only applies to Trigger 1.

Additional fields such as Citizenship and ATSI status are displayed to support identification, reporting, and processing requirements, including selecting the appropriate template for outcomes such as termination notifications.

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 Details

To review why a student has been identified:

- Locate the student in the 'Student List'
- Select the student to display their details

Reviewing Trigger 1 Details

Select a student from the 'Student List' to view individual student details.

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

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

Review Period Details

The 'Review Period Details' section displays the review periods in which the student has failed 50% or more.

To view further information, select the relevant review period from the list.

Academic History Details per Review Period

The 'Academic History Details per Review Period' section displays all units undertaken in the selected review period, including:

- Unit codes
- Grades achieved
- Credit points

To view the student's full academic transcript, select 'Check to display full transcript'.

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

Select a student from the 'Student List' to view individual student details.

Failed the Same Unit or its Equivalent

The 'Failed the Same Unit or its Equivalent' section displays the unit(s) the student has failed on multiple occasions.

This includes:

- The unit code
- The number of attempts Instances where the same or equivalent unit has been failed

Reviewing details

Use this section to identify:

- Which unit has been failed repeatedly
- How many times the unit has been attempted
- Whether the trigger threshold has been met

Reviewing Trigger 3 Details

Select a student from the 'Student List' to view individual student details.

Failed CLIN Units

The 'Failed CLIN Units' section displays any failed professional experience units for the student.

This includes:

- Unit code
- Instances where professional experience units have been failed

Professional experience units are identified by the CLIN attribute.

Current Degree Full Transcript

The 'Current Degree Full Transcript' section displays the student's full academic transcript for their current course.

Reviewing details

Use these sections to:

- Identify any failed professional experience units
- Confirm the number of failures
- Determine whether the Trigger 3 threshold has been met

Accessing the report for an individual student

The Student Academic Progress Report can also be accessed for an individual student.

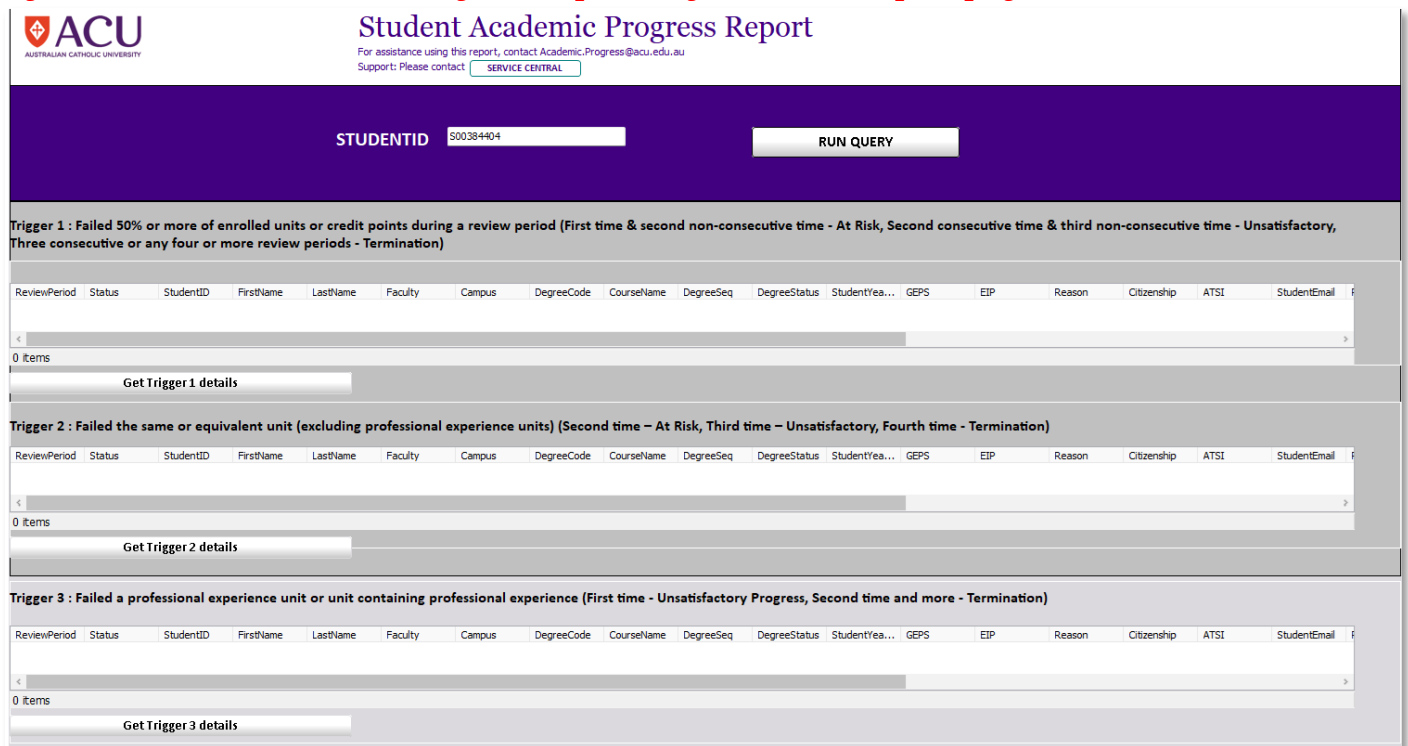
To run the report for a single student:

1. Click 'Reports' [here](#)
2. Select 'Student Academic Progress Report - By Student'
3. Choose the 'Academic Year' and 'Review Period'
4. Enter the student' in 'StudentID' field
5. Click 'Run Query'

Important:

- If no student details are returned, this indicates that the student did not trigger an academic progression outcome in the selected Review Period.
- As progression outcomes can differ between review periods, it is recommended that you run the report for both the current Review Period and the previous Review Period before confirming that no trigger exists.
- Student IDs are case sensitive.

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



Student Academic Progress Report
 For assistance using this report, contact Academic.Progress@acu.edu.au
 Support: Please contact [SERVICE CENTRAL](#)

STUDENTID **RUN QUERY**

Trigger 1 : Failed 50% or more of enrolled units or credit points during a review period (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)

ReviewPeriod	Status	StudentID	FirstName	LastName	Faculty	Campus	DegreeCode	CourseName	DegreeSeq	DegreeStatus	StudentYea...	GEPS	EIP	Reason	Citizenship	ATSI	StudentEmail
0 items																	

Get Trigger 1 details

Trigger 2 : Failed the same or equivalent unit (excluding professional experience units) (Second time - At Risk, Third time - Unsatisfactory, Fourth time - Termination)

ReviewPeriod	Status	StudentID	FirstName	LastName	Faculty	Campus	DegreeCode	CourseName	DegreeSeq	DegreeStatus	StudentYea...	GEPS	EIP	Reason	Citizenship	ATSI	StudentEmail
0 items																	

Get Trigger 2 details

Trigger 3 : Failed a professional experience unit or unit containing professional experience (First time - Unsatisfactory Progress, Second time and more - Termination)

ReviewPeriod	Status	StudentID	FirstName	LastName	Faculty	Campus	DegreeCode	CourseName	DegreeSeq	DegreeStatus	StudentYea...	GEPS	EIP	Reason	Citizenship	ATSI	StudentEmail
0 items																	

Get Trigger 3 details

Next steps after running the report

- Review students flagged under each trigger
- Export results for processing

Use the output for:

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

Roles and responsibilities

- The Student Academic Progress Report is used to identify students requiring review.
- The relevant School is responsible for issuing Academic Progress notifications and managing progression outcomes in accordance with the Academic Regulations.

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

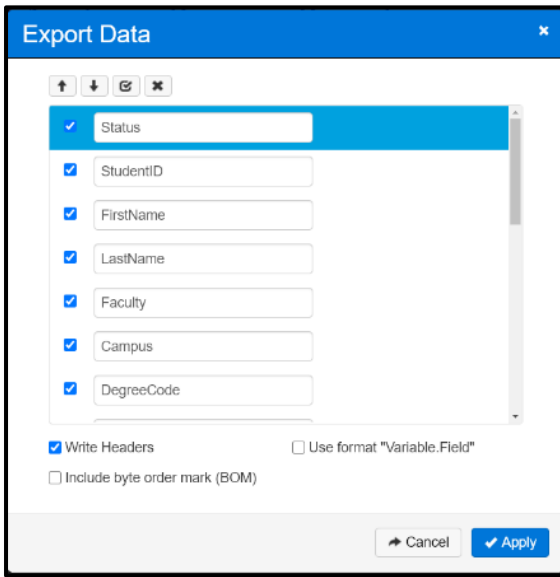
Exporting data to CSV

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'

Figure 5: The export icon for downloading data to CSV



Figure 6: Parameter selection showing all fields selected.



Export Data

Fields to export (all checked):

- Status
- StudentID
- FirstName
- LastName
- Faculty
- Campus
- DegreeCode

Options:

- ☒ Write Headers
- ☐ Use format "Variable.Field"
- ☐ Include byte order mark (BOM)

Buttons: Cancel, Apply

A .csv file will be downloaded.

Notes: The exported file includes all selected fields by default

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'

Figure 7 and 8: Parameter selection

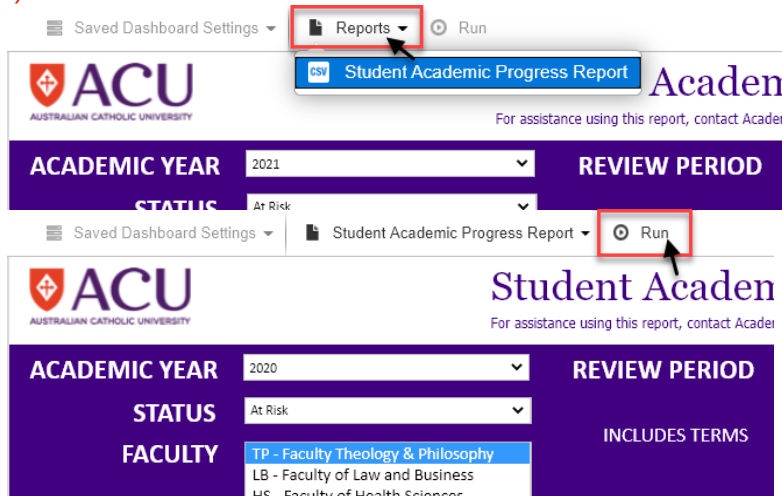


Figure 7: The 'Reports' dropdown menu is highlighted, showing the 'Student Academic Progress Report' option.

Figure 8: The 'Run' button is highlighted on the 'Student Academic Progress Report' page. The page shows the following parameters:

- ACADEMIC YEAR: 2021
- REVIEW PERIOD: (dropdown)
- STATUS: At Risk
- FACULTY: TP - Faculty Theology & Philosophy, LB - Faculty of Law and Business, HS - Faculty of Health Sciences
- INCLUDES TERMS: (checkbox)

A .csv file will be downloaded. This file can be used for:

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

Academic Progress (Section 11)

The following provides a simplified breakdown of the Academic Progress requirements outlined in the 2026 Academic Regulations to support understanding

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.