06/2025 Student ID No.: «StudentID»

«FirstName» «LastName»

«StreetAddress1» «StreetAddress2»

«City» «State» «Postcode»

«StudentEmail»

**Notification that you are at risk of not making satisfactory academic progress**

Dear «FirstName»,

As part of our commitment to helping you succeed, we regularly review how you are progressing in your course.

We’ve noticed that you’ve been having difficulties with your studies, which means you are at ‘at risk’ academically for «ReviewPeriod».

**Why have you been identified as ‘at risk’?**

Your academic progress is determined as being at risk when you:

1. fail 50% or more of enrolled units or credit points taken during a progression review period for the first time
2. fail 50% or more of enrolled units or credit points taken during a progression review period for the second (non-consecutive) time;
3. fail the same unit or its equivalent on two occasions.

Your performance has been determined as being At Risk under [Academic Regulation clause (112)](https://policy.acu.edu.au/document/view.php?id=262&version=2) «Exact\_Regulation\_for\_letter».

**What does this mean?**

Your academic progress shows that you might benefit from some additional support to help you meet your course requirements. This is a common situation that many students overcome with the right guidance and resources.

**What can you do next?**
We understand university life can be difficult, and we're here to support you. We highly recommend scheduling a [**meeting with your course coordinator**](https://unihub.acu.edu.au/s/student/appointments/app/topic/453?siteId=17)  to discuss how we can support your learning needs. Together, we can explore strategies and resources that can enhance your academic performance.

**Are you an international student studying on a student visa?**

Students who fail to meet the university’s Academic Progress regulations risk termination of enrolment. In the event of termination of your enrolment in a subsequent semester, the university is legally required to report you to the Department of Education and the Department of Home Affairs (DHA) for failing to meet the university’s course progression policy.

**What else can you do?**

Listed below are some services that may be useful for you. These are available to all ACU students, and we strongly encourage you to reach out to any that might support your situation.

1. [ACU’s Counselling Services](https://www.acu.edu.au/student-life/student-services/counselling-services) offer free and confidential counselling to ACU students who are experiencing mental health, personal, study or work-related issues.
2. [ACU’s Access and Disability Service](https://www.studentportal.acu.edu.au/services-support-and-resources/health/disability-support) has a dedicated team whose primary focus is to establish support for students with a temporary or ongoing medical/mental health condition, disability, or significant carer responsibilities.
3. [ACU’s Academic Skills Unit](https://www.acu.edu.au/student-life/student-services/academic-skills-development) is a team of educational experts who can support you in your university study and unlock your learning potential.
4. [ACU’s Student Advocacy Service](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources) provides free and confidential information, advice and referrals. Student Advocacy staff can help you navigate ACU policies and procedures and can assist you in understanding the ‘at risk’ process and your options. Please review this [online resource](https://www.studentportal.acu.edu.au/services-support-and-resources/student-advocacy/resources/resources-at-risk) created by the Advocacy Service to assist you.
5. [Support 24/7:](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Felink.clickdimensions.com%2Fc%2F7%2FeyJhaSI6MzExNTYxNjMsImUiOiJjYWl0cmlvbmEuZmVudG9uQG15YWN1LmVkdS5hdSIsInJpIjoiY29udGFjdC0zZDRmNDg5YjM4MWJlODExODEyNWUwMDcxYjY3M2JiMS0wNWY1MmIzOGFjYTE0ZWM3ODZhMzUxNmZkOTZjNTY5NiIsInJxIjoiMDItYjI0MjI2LWFlN2I1MzIwZTY1YjQzN2NiYzEzZmMzMjQwYzcxNWNkIiwicGgiOm51bGwsIm0iOmZhbHNlLCJ1aSI6IjgiLCJ1biI6IiIsInUiOiJodHRwczovL3d3dy5zdHVkZW50cG9ydGFsLmFjdS5lZHUuYXUvc2VydmljZXMtc3VwcG9ydC1hbmQtcmVzb3VyY2VzL2hlYWx0aC9jb3Vuc2VsbGluZy9hY3UtbWVudGFsLWhlYWx0aC1zdXBwb3J0LWxpbmU_X2NsZGVlPUp2Q2lPcE5KTjRfaDktV2x2NnQ0MnBFNks2UmptR0dLTHcwWjFPX0hJby1zUlMyU0FHVkFQTG5qX0w3c254ZnMzcTFZTFUxOFloUkNobkl3Wks1Yk1BJnJlY2lwaWVudGlkPWNvbnRhY3QtM2Q0ZjQ4OWIzODFiZTgxMTgxMjVlMDA3MWI2NzNiYjEtMDVmNTJiMzhhY2ExNGVjNzg2YTM1MTZmZDk2YzU2OTYmdXRtX3NvdXJjZT1DbGlja0RpbWVuc2lvbnMmdXRtX21lZGl1bT1lbWFpbCZ1dG1fY2FtcGFpZ249MjAyNCUyME1FUiUyMGwlMjBBdCUyMHJpc2slMjBzdHVkZW50cyUyMC0lMjBwcmVjZW5zdXMmZXNpZD1iN2M0MjVlMy1kNjU5LWVmMTEtYmZlMi02MDQ1YmRlNmM1ZDQifQ%2Frey_-GHnBfZ4T9fArIVKqA&data=05%7C02%7Csfs%40acu.edu.au%7C9e0c17f081224b993ba208dcc19141d2%7C429af009f196448fae7958c212a0f2ce%7C0%7C0%7C638598076825641640%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=ULNjzj6jYVgk838zQCtyc6MsDafYVjuRgLG2Yu9HsQk%3D&reserved=0) Contact ACU 24hr Mental Health Line anytime (Call 1300 638 485 or text 0488 884 191) if you are feeling distressed.

Your well-being and success are our top priorities. Let’s work together to ensure you can make the most of your time at ACU.

Yours sincerely,

«Course\_Coordinator»

Course Coordinator «CourseName»

«School\_Email\_Address»

cc: Head of School

Academic Progress

Student Support

International Student Adviser (international students only)