Student Academic Progress Report User Guide

Introduction

Academic Progress is a critical process in monitoring students' performance.

The Student Academic Progress Report supports this process by identifying students who meet the conditions for an 'At Risk', 'Unsatisfactory Progress' or 'Termination' status.

See 2025 Academic Regulations, Section 11 - Academic Progress.
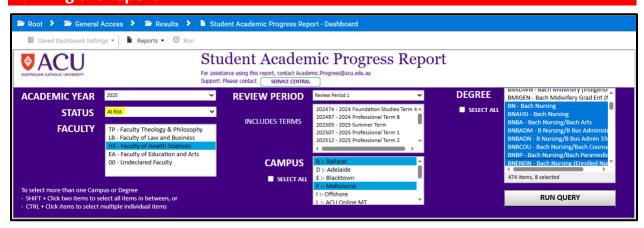
How to access the report

The Student Academic Progress Report is an Argos report that is accessed as follows:

Root-> General Reports->Results->Student Academic Progress Report

If you are working off campus, you will need to use a VPN.

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

Running the report

TIP: You can select more than one Campus or Degree

- – *SHIFT + Click two items to select all items in between, or CTRL + Click items to select multiple individual items*

- – *Select your chosen parameters and 'Run Query'.*

- – *Note, you can only run the query for one status at a time, as shown above in yellow.*

Understanding the results

The results of the report will appear in three tables, each representing a different Academic Progress trigger.

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Academic Progress Report Triggers

	Trigger	Status
Trigger 1	Failed 50% or more of enrolled units (or credit points) during the review period	*First time – At Risk* *Second (non-consecutive) – At Risk* *2 consecutive times – Unsatisfactory* *Third (non-consecutive) – Unsatisfactory* *3 (consecutive) times* - Termination Any four (or more) times - Termination
Trigger 2	Failed the same or equivalent unit (excluding professional experience units)	*Second time – At Risk* *Third time – Unsatisfactory* *Four or more - Termination*
Trigger 3	Failed a professional experience unit or unit containing professional experience	*First time – Unsatisfactory Progress* *Second time or more – Termination*

Students are filtered by their Academic Progress status;

- At Risk

- Unsatisfactory or

- Termination.

They will only appear on the list for the most severe status.

> For example, a student identified for 'Termination' will not appear on lists for 'At Risk' and 'Unsatisfactory Progress'.

> *However, a* single status a student can appear under multiple triggers.

> For example, a student who failed 50% of their units for a second consecutive time **and** failed a professional experience unit for the first time in the same review period would appear   under both Trigger 1 and Trigger 3 for 'Unsatisfactory progress'.
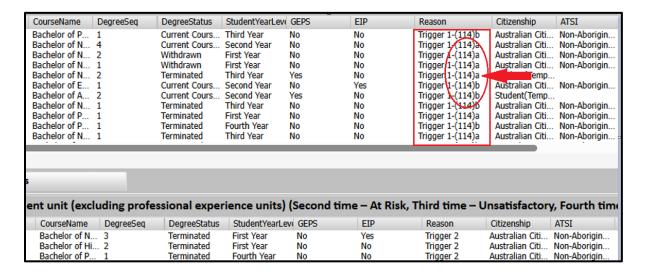
Trigger 1 units with unfinalised grades are counted as passes until a final grade is available.

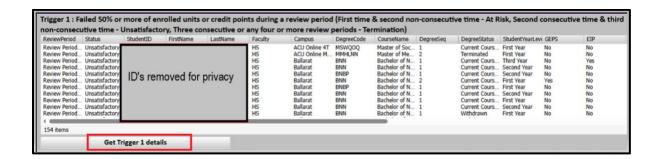# Student Academic Progress Report User Guide

Checking Trigger Details

Since the inclusion of more lenient regulations in 2025, the report now includes details of the exact Trigger 1 regulation that students have been identified for. Find it in the 'Reason' column.

In the example below the 'Reason column shows the regulation for what each student has met for Trigger 1, Unsatisfactory (114) or 114)b. You will note that the same column for Trigger 2 and 3 does not have the regulation listed as it does not apply to those triggers.

CourseName	DegreeSeq	DegreeStatus	StudentYearLev	GEPS	EIP	Reason	Citizenship	ATSI
Bachelor of P...	1	Current Cours...	Third Year	No	No	Trigger 1-(114)b	Australian Citi...	Non-Aborigin...
Bachelor of N...	4	Current Cours...	Second Year	No	No	Trigger 1-(114)a	Australian Citi...	Non-Aborigin...
Bachelor of N...	2	Withdrawn	First Year	No	No	Trigger 1-(114)a	Australian Citi...	Non-Aborigin...
Bachelor of N...	1	Withdrawn	First Year	No	No	Trigger 1-(114)a	Australian Citi...	Non-Aborigin...
Bachelor of N...	2	Terminated	Third Year	Yes	No	Trigger 1-(114)a	Student(Temp...	
Bachelor of E...	1	Current Cours...	Second Year	No	Yes	Trigger 1-(114)b	Australian Citi...	Non-Aborigin...
Bachelor of A...	2	Current Cours...	Second Year	Yes	No	Trigger 1-(114)b	Student(Temp...	
Bachelor of N...	1	Terminated	Third Year	No	No	Trigger 1-(114)b	Australian Citi...	Non-Aborigin...
Bachelor of P...	1	Terminated	First Year	No	No	Trigger 1-(114)a	Australian Citi...	Non-Aborigin...
Bachelor of P...	1	Terminated	Fourth Year	No	No	Trigger 1-(114)b	Australian Citi...	Non-Aborigin...
Bachelor of N...	1	Terminated	Third Year	No	No	Trigger 1-(114)a	Australian Citi...	Non-Aborigin...

ent unit (excluding professional experience units) (Second time – At Risk, Third time – Unsatisfactory, Fourth tim

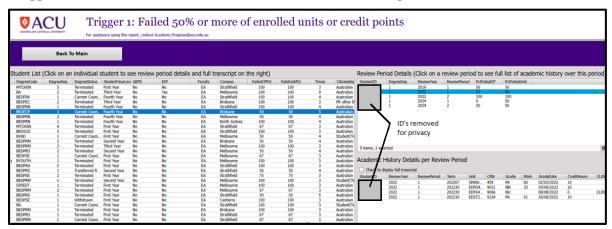| CourseName	DegreeSeq	DegreeStatus	StudentYearLev	GEPS	EIP	Reason	Citizenship	ATSI
Bachelor of N...	3	Terminated	First Year	No	Yes	Trigger 2	Australian Citi...	Non-Aborigin...
Bachelor of Hi...	2	Terminated	First Year	No	No	Trigger 2	Australian Citi...	Non-Aborigin...
Bachelor of P...	1	Terminated	Fourth Year	No	No	Trigger 2	Australian Citi...	Non-Aborigin...

You can drill down further to check why each student has been flagged for Academic Progress by clicking the 'Get Trigger details' button of the trigger you wish to check.

This will open a new window of data specific to the Trigger you have selected.

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	StudentYearLev	GEPS	EIP
Review Period...	Unsatisfactory				HS	ACU Online 4T	MSWQOQ	Master of Soc...	1	Current Cours...	First Year	No	No
Review Period...	Unsatisfactory				HS	ACU Online M...	MMHLNN	Master of Me...	2	Terminated	First Year	No	No
Review Period...	Unsatisfactory				HS	Ballarat	BNN	Bachelor of N...	1	Current Cours...	Third Year	No	Yes
Review Period...	Unsatisfactory	ID's removed for privacy			HS	Ballarat	BNN	Bachelor of N...	1	Current Cours...	Second Year	No	No
Review Period...	Unsatisfactory				HS	Ballarat	BNBP	Bachelor of N...	1	Current Cours...	Second Year	No	No
Review Period...	Unsatisfactory				HS	Ballarat	BNN	Bachelor of N...	2	Current Cours...	First Year	Yes	No
Review Period...	Unsatisfactory				HS	Ballarat	BNBP	Bachelor of N...	1	Current Cours...	First Year	No	No
Review Period...	Unsatisfactory				HS	Ballarat	BNN	Bachelor of N...	1	Current Cours...	Second Year	No	No
Review Period...	Unsatisfactory				HS	Ballarat	BNN	Bachelor of N...	1	Current Cours...	First Year	No	No
Review Period...	Unsatisfactory				HS	Ballarat	BNN	Bachelor of N...	1	Current Cours...	Second Year	No	No
Review Period...	Unsatisfactory				HS	Ballarat	BNN	Bachelor of N...	1	Withdrawn	First Year	No	No

154 items

Get Trigger 1 details

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Trigger 1 – Failed 50% or more of enrolled units or credit points

Click on a student in the 'Student List' to review individual student details.

Student only need to reach 50% in either **credit points** (PctFailedCP) or **enrolled units** (PctFailedUnit) to trigger. 'Review Period Details' box will show the review periods in which the student has failed 50% or more.
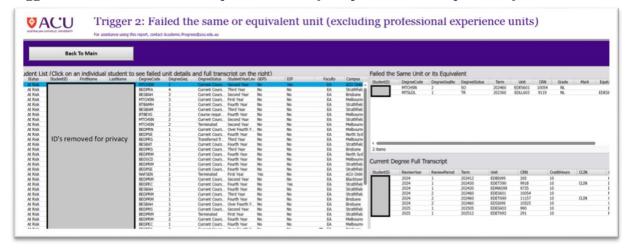
You can look at the details of each review period by selecting the corresponding line.

> NOTE - *In the provided example the student has failed 2 out of 4 units which is 50% of enrolled units (PctFailedUnit) for review Period 1 2019, but in review period 1 2022 one of the units has zero credit points which means they only failed 33% of their credit points (PctFailedCP).*

The 'Academic History Details per Review Period' box displays the details of the units undertaken during the selected review period.

You can view a student's full transcript by ticking the box to the left of 'Check to display full transcript'.

Trigger 2 – Failed the same or equivalent unit (excl professional experience)

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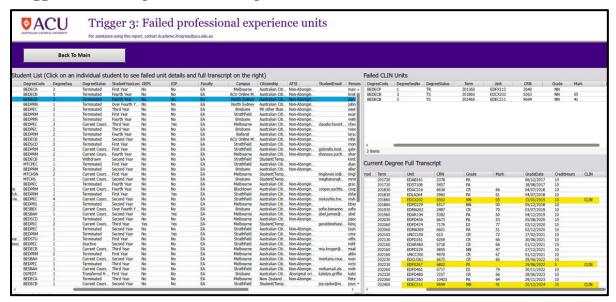
Click on a student in the Student List.

The 'Failed the Same Unit or its Equivalent' box displays the unit the student has failed on multiple occasions.

> NOTE: In this example EDLL603 is an equivalent unit to EDES601.

Trigger 3 – Failed professional experience units

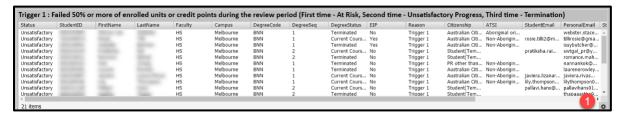Click on a student in the Student List.

The 'Failed CLIN Units' box displays any failed professional experience units.

The 'Current Degree Full Transcript' box displays the student's transcript for the current course. Professional experience units are identified with a CLIN attribute.

Exporting the results to Excel

Exporting results by Trigger

You can export any of the reports as a .csv file.
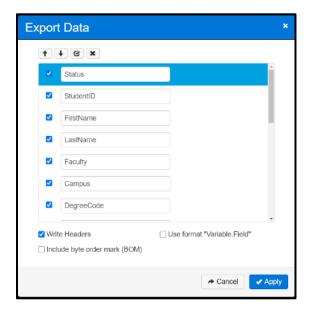
Click on the ⚙ icon shown next to the 1.

When a new window opens, click 'Export All to CSV'.

Select the fields you wish to export.

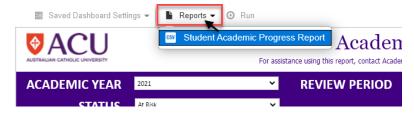NOTE: All fields are selected by default as shown below.

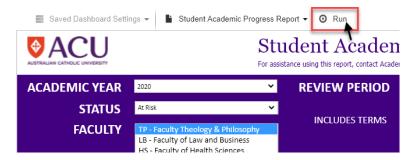# Student Academic Progress Report
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Click 'Apply'.

A .csv file will be downloaded. This file can be used to mail merge into the Academic Progress letter templates or filtered down for specific data.

Exporting results of all triggers at once by status
If you prefer, you can export all three triggers for a status in one .csv file

Click on 'Reports' and choose 'Student Academic Progress Report'.

Click 'Run'

A .csv file will be downloaded. This file can be used to mail merge into the Academic Progress letter templates.