

Have you failed a unit and received a **NOTICE OF UNSATISFACTORY PROGRESS?**

Don't panic - you are not alone in this.
You can read more about the criteria for these notices and the procedures to follow next here.

If you've received this message and have to complete an online form by **Friday, 9 January 2026**, simply follow the steps below.

There are two types of forms:



My Progress and Support

This takes about 10 minutes to complete.

You will be given a series of multiple choice questions - there are no right or wrong answers. This is your opportunity to identify any challenges you have faced in your studies, such as:

- Personal arrangements/living situation
- Health issues, including mental health
- Trouble with English comprehension

Once you've submitted this form, you will be sent a list of resources that may help you based on your answers. If you are invited to attend a course progression meeting, you can get in touch with an MGA Advocate who can give you advice or even come with you.

My Academic Progress Response

You must complete this form before the deadline. If you encountered more serious difficulties last semester, this is your chance to explain why and what you plan to do to address it.

Our advice is to:

- Be specific about what went wrong and what you are going to do about it.
- Consider drafting a separate academic support plan with an outline of your strategy to pass your course.
- Book yourself into academic or other support services ASAP and attach proof of these appointments or registration to the form.
- If your case can be better supported by official documents (e.g. a doctor's letter, insurance letter or police report), request those immediately and explain in your form that you are waiting on them.

Once you've submitted this form, you may be asked to attend a hearing. If you are invited to attend a hearing, you can get in touch with an MGA Advocate who can give you advice or even come with you.

Both MGA offices on Clayton and Caulfield reopen on **Monday, 12 January, 2026**. Please email mga-advocacy@monash.edu so that one of our advocates can support you through this process. Due to the volume of advocacy queries during this time, please allow at least 48 hours for a response from one of the advocacy team members.