

ACADEMIC ACTION PLAN: STUDENT PROGRESS

Complete sections 1 and 2 of this Academic Action Plan if you have been identified as making unsatisfactory academic progress. Then contact one of the staff listed below to arrange an appointment with an academic staff member:

Ms Phuong Pham
Email: phuongpt@hanu.edu.vn

If you have a block on your enrolment due to repeated unit failure you must have the Action Plan and Unit Block Removal approved by Associate Professor Marcelle Cacciattolo marcelle.cacciattolo@vu.edu.au.

1. PERSONAL DETAILS

Title Mr Ms Miss Other _____

Family name _____

Given name _____ Preferred name _____

Student ID

College _____ Course code _____ Course title _____

List the unit(s) for which your progress is unsatisfactory _____

2. STUDENT REFLECTION ON ACADEMIC PROGRESS

1. What are the main reasons your progress was unsatisfactory last study period?
2. What could you do to address these issues?
3. What support or assistance would help you improve your academic performance?

3. ACTIONS

Complete this section with your Student Advisor or other specialist staff member.

Agreed actions	Details	Timeframe
Seek assistance with your study skills or a particular topic area, for example: <ul style="list-style-type: none">• Appointment with Academic Support• Attend recommended workshop		
Consult with a specialist VU or external service provider, for example: <ul style="list-style-type: none">• Counselling• Disability support• Careers		
Consider a different VU course International students must contact VU International (international@vu.edu.au) to discuss any course changes.		

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Agreed actions	Details	Timeframe
Non-academic activities (eg modify your working hours, seek different childcare arrangements, etc).		
Refer to College for advice (eg change enrolment load or study plan, change major).		

Staff member name _____ Signature _____ Date _____

Student signature _____ Date _____

Instructions for staff: please send the completed form to Student Services (studentprogress.action@vu.edu.au) so it can be filed on the student's electronic record and any unit blocks can be lifted.

Approval for Unit Block Removal

Unit code	Unit name	Semester / Year