

# Unsatisfactory Progress – Student flowchart

## ACADEMIC PROGRESSION



You receive an **Unsatisfactory Progress Notice** to your student email with a link to a mandatory Questionnaire that you must complete by the due date stated in the letter.

CDU sends you reminders to respond to the **Unsatisfactory Progress Questionnaire**:

- Reminder Notice sent to your student email
- Reminder SMS sent to your mobile
- Progression Team contacts you by phone and email

YES

**Did you respond to the Questionnaire by the due date?**

NO

Your Questionnaire response is received by the Progression Team.

Your response is sent to your Course Coordinator to decide whether to allow you to continue in your course or not.

Your Course Coordinator will respond with their decision to the Progression Team.

Progression Team emails you with the outcome – either:

1. Learning Management Plan (LMP) is set in place for your next semester enrolled; OR
2. You are placed on intermission for 6 months; OR
3. You are Excluded for 12 months.

**1**  
If outcome is that a **Learning Management Plan (LMP)** has been set for you, it means you need to implement it for your next semester enrolled.

**2**  
If outcome is that you have been placed on **Intermission for 6 months**, it means you need to take a break and hopefully come back refreshed for study.

**3**  
If outcome is **Exclusion for 12 months**, you can appeal your exclusion within 20 working days by emailing [appeals@cdu.edu.au](mailto:appeals@cdu.edu.au).

**What does 'exclusion for 12 months' mean?**

That you cannot enrol back into your course for the next two semesters of Semester 1 and Semester 2, which constitutes one academic year.

**Can I return to my course after the Exclusion period?**

Yes, you can. Contact the Progression Team about your return to study.

**What does 'Intermission for 6 months' mean?**

That you will need to take a one semester break (Semester 1 or Semester 2) before returning to study.

**What does 'Appeal' mean?**

That you can apply to have your exclusion decision reviewed.

You will receive an **Intent to Exclude for Non-Response to Unsatisfactory Progress Notice** with information on your options, including asking for an extension to submit your Questionnaire response.

YES

**Did you respond to the 'Intent to Exclude Notice' by the deadline to ask for an extension?**

NO

Your request for extension will be assessed and the Progression Team will notify you if an extension has been granted.

You will be excluded from your course for 12 months. You can appeal your exclusion within 20 working days of your **Intent to Exclude Notice**, by emailing [appeals@cdu.edu.au](mailto:appeals@cdu.edu.au) for assistance.

YES

**Have you been granted an extension to complete your Questionnaire?**

NO

You will be notified of the new deadline to submit your Questionnaire response.

YES

**Did you submit your Questionnaire response by the new deadline?**