

## Student Advocates' guide to Creating an Academic Progress Plan

### What is This About?

If you have received an email telling you that you are not meeting the academic progress rules for your course, you need to create an Academic Progress Plan. Your plan will list specific steps to help get your study back on track.

### Before getting started

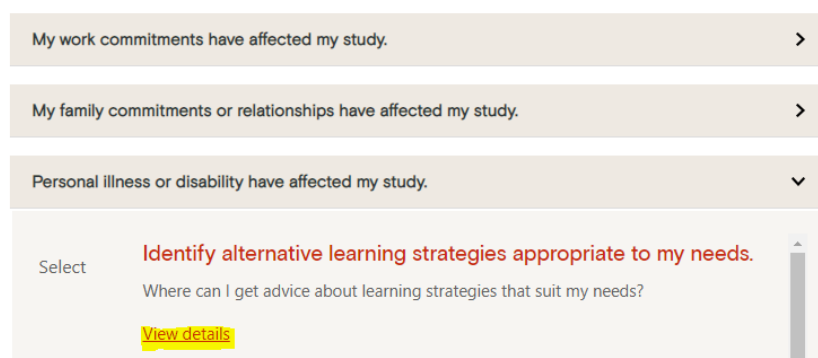
- Think about taking a break from your study. We know that sometimes your life circumstances will prevent you from being able to reach your full potential, so it can be good to consider taking a break. If you want to take a break, contact your Course Director for advice.
- If you want to continue your study, think about the factors that affected your study. Write these down before starting your plan.

### Step-by-Step Instructions:

1. Access the Academic Progress Plan form via your [Student Portal](#);
2. **Select your course:** If you are studying more than 1 course, choose the one that matches the email you received.
3. **Find the right supports:** Click on the factors that affected your study to open a list of suggested steps to help you get back on track. You can add the steps you want to take by pressing **Select** on the left of your choices.

#### Academic Progress Plan – reasons

Selecting from the reasons below.



The screenshot shows a list of reasons for not meeting academic progress rules. The first three reasons are: 'My work commitments have affected my study.', 'My family commitments or relationships have affected my study.', and 'Personal illness or disability have affected my study.' The third reason is expanded, showing a list of suggested steps. The first step is 'Identify alternative learning strategies appropriate to my needs.' Below this step is the question 'Where can I get advice about learning strategies that suit my needs?' and a 'View details' link.

4. **Your actions:** The steps you selected will be listed in the **Your actions** section of your plan.
5. **Start following your plan:** The most important step is to take the actions you have selected. We recommend you book appointments straight away, before closing your plan.

### Tips:

- If you need more support in the future, you can make another plan or use the [Charles Sturt University Support Services Directory](#).
- If you are not able to meet academic progress rules, you may be at risk of being excluded from your course, so it is important you complete the steps in your plan and seek more support if needed.