

# EARLY WARNING LETTERS

## Early Warning Letters

### What is an Early Warning Letter?

An Early Warning Letter is sent to you if you are at risk of breaching your Faculty's academic progress requirements.

This letter is just a warning, however you should view it as an opportunity to reflect on your failure, understand the reasons why you may have performed unsatisfactorily, and take actions to improve your performance in the next semester.

If your performance does not improve you may be contacted by the Faculty Academic Progress Committee in December of each year. Further action will be taken if you:

- fail a compulsory subject twice
- pass less than half of your units for the year, including previous summer subjects
- fail to meet previously applied conditions
- fail a practicum or placement unit

### What can I do now?

The aim of the Early Warning Letter is to motivate you to take action to improve your performance in the next semester. **DO NOT IGNORE IT!** It is sent for a reason and you should take it seriously. You need to stop and think about the reasons why you are not performing as well as you could be.

### Consider university study issues

- is this unit a specific challenge for you?
- can you improve your study techniques?
- have you lost motivation?
- are you managing your time productively?

### Consider other issues

- are your personal problems affecting your study?
- do you have health issues?
- are you having financial difficulties?
- are you working too many hours in paid or unpaid employment?
- do you have a physical, learning or psychological disability?
- do you need to improve your language skills?
- are there too many distractions in your study environment?

Identifying the issues is the hard part as it requires you to take a deep and honest look at yourself and your attitudes towards your studies. You may not be performing well because you are not sure that your course is the right one for you.

If you are experiencing motivational issues the counselling staff at Health, Wellbeing and Development can work with you to identify issues that are preventing you from achieving success in your studies.

There are a number of free services available on-campus which assist you with your difficulties.

## MONSU Student Rights and Support

Caulfield: Level 3, Building S  
Phone: +61 3 9903 2596

Peninsula: Ground Floor, Building U  
Phone: +61 3 9904 4217

Berwick: Building 930  
Phone: +61 3 9904 7019,

[www.monsu.org/studentrights](http://www.monsu.org/studentrights)

A Student Rights Officer can help you with identifying strategies to overcome your academic performance related issues and can refer you to other appropriate services on campus that may be of assistance.

## Learning Skills in the Library

If you are having language or study technique problems, Learning Support can assist you in improving your language abilities and improving your study skills.

<http://www.lib.monash.edu/learning-skills/>

## Health, Wellbeing and Development

Services Include:

- Counselling Services
- Financial Advisor
- Medical Centre
- Dietician(Caulfield only)
- Masseur

[www.adm.monash.edu.au/community-services](http://www.adm.monash.edu.au/community-services)

## Student Advisors

Caulfield: +61 3 9903 2779  
Peninsula: +61 3 9904 4662  
Berwick: +61 3 9904 7019

If you are an overseas student, a Student Advisor can assist you with your transition to study in Australia and help you form valuable support networks. They also provide information about student visa requirements and the visa implications for unsatisfactory progress.

## Disability Liaison Unit (DLU)

Phone: +61 3 9905 5704

If you are having problems managing a disability, DLU can assist you by developing a program to help you to manage your disability and perform well in your studies. This may be through arranging additional exam time, special exam venues or furniture. The DLU office is based at Clayton, however a DLU Officer visits the Berwick, Caulfield and Peninsula campuses regularly. Appointments are essential.

[www.adm.monash.edu/sss/equity-diversity/disability-liaison](http://www.adm.monash.edu/sss/equity-diversity/disability-liaison)

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### Caulfield Campus

Level 3, Building S,  
2 Princes Ave  
Caulfield East, VIC 3145

### Peninsula Campus

Ground Floor, Building U,  
McMahons Road  
Frankston, VIC 3199

### Berwick Campus

Building 930, Clyde Road  
Berwick, VIC 3806

### Parkville Campus

Building 401 (Sissons Building)  
Parkville, VIC 3052

Telephone: +61 3 9903 2596

Email: [studentrights@monsucaulfield.org.au](mailto:studentrights@monsucaulfield.org.au)

Website: [www.monsucaulfield.org.au/student-rights.asp](http://www.monsucaulfield.org.au/student-rights.asp)