ACADEMIC ACTION PLAN – BRISBANE

**Section 1 – Student Details**

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| First name: | Student ID: |
| Last name: |  |
| Course title: | Course code: |
| How many failed units in current course attempt? 1 2 3 | 4 | 5 |
| Learning Advisor’s name: | Date |

**Section 2 – Student Reflection on academic progress**

What are the main issues affecting your academic progress?

What could you do to address these issues?

What support or assistance would help you improve your academic performance?

**Section 3**

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| **Actions recommended by your Learning Advisor** |
| Seek support to develop your academic and learning skills |  | Visit the Learning Hub on campus or [online](https://learninghub.vu.edu.au/) for academic resources and 24/7 tutoring. The learning support team is located on Level 1, on campus |
|  | Complete the [Study Essentials online modules.](https://www.vu.edu.au/current-students/campus-life/advice-support/learning-advice/learning-hubs-academic-study-skills#find-out-more) |

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|  |  | Attend [Academic Skills Session Support](https://www.vu.edu.au/vu-brisbane/brisbane-campus-services/support-for-vu-brisbane-students) with Learning Support Advisors. |
| Change your study plan or consider a different study major |  | Talk to your Course Coodinatorto change your study plan, for any unit or course advice. |
| Consider financial support options and access employment resources |  | Modify your working hours to prioritize your studies. |
|  | Talk to [VU Careers Hub](https://www.vu.edu.au/current-students/careers-opportunities/careers-advice/vu-employ-careers-service-support) for employment and career advice. |
| Engage with VU’s student support services |  | [VU Accessibility & Disability Services](https://www.vu.edu.au/vu-brisbane/brisbane-campus-services/support-for-vu-brisbane-students) can provide support if your studies are affected by the impacts of an ongoing illness or disability. Call Student Wellbeing on telephone number 3210 7402 to book into welfare services or email studentservices.vubrisbane@vu.edu.au |
|  | VU Brisbane provides free, confidential Welfare support to Students, including counselling services. To make an appointment, email studentservices.vubrisbane@vu.edu.au  |
| Consider studying a different course |  | Browse the [available VU Brisbane course offerings](https://www.vu.edu.au/vu-brisbane/courses-at-vu-brisbane) and submit a course application. |

**Section 4**

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| A**re there** compassionate and compelling reasons for unit failures?**Yes No** | If yes, apply for a [remission of the academic results and debt](https://www.vu.edu.au/current-students/your-course/fees/refunds/remission-reversal-of-fees) within 12 months of the census date of the failed unit/s.A successful remission application will remove the unit fail results and the associated unit fees.Any future unit failures may result in course exclusion, in accordance with VU’s [Academic Progress Procedure (HE](https://policy.vu.edu.au/document/view.php?id=362)). |

**Section 1 – Student Declaration**

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| --- | --- |
| Student full name: |  |
| Signature: | Date: |

Instructions for staff: please send the completed form to Student Services StudentProgress.Action@vu.edu.au so it can be filed against the student’s electronic record.

**Privacy Statement**

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

**Privacy Information:** We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.