

ACADEMIC ADVISING

Managing Student Progress Action Chart

Results become official and are released to students. The UNSW student administration computer system automatically calculates Academic Standing based on the percentage of Units of Credit passed.

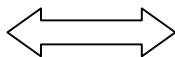


Academic Advisor assigned by Faculty/School. Notification is sent to the student advising any change of academic standing. This notification may include the name of the Academic Advisor (assigned by Faculty/School) or instructions on how to find out who your Academic Advisor is. It will also include information on Academic Standing and where to seek assistance.



Referral To Services

Student attends '*Phoenix Rising*' workshop for students on Referral or Probation OR completes Phoenix Rising *learning material on the web*. Learning Centre, Careers and Employment, International Student Centre, Equity and Diversity, Aboriginal Education Program and other referral services as well.



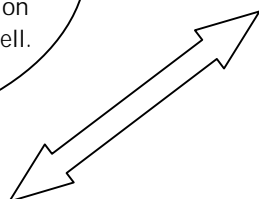
Book appointment with Academic Advisor.

- Discuss with Academic Advisor issues relevant to academic progress and identify appropriate referral/problem solving options prior to enrolment approval.
- Follow up any referral suggestions made by Academic Advisor. Could include Seminar for Students on Referral or Probation etc.
- *Optional 2nd appointment with Academic Advisor* to discuss and finalise enrolment.
- Enrolment load for session agreed upon by student and by Academic Advisor. *Some* Advisor's may *free the enrolment block* in the UNSW student administration

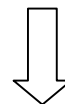


Make Some Changes

Follow up and *put into action* any referral/problem solving options suggested by seminar exercises, Learning Centre, or Advisor.



Student has completed enrolment



Next session starts

Note 1 – Right Of Appeal

A Student who is unhappy with the decision of the Academic Advisor can appeal via the appeal process identified by their Faculty. Review of Results and Grievance Procedures as outlined in the Student Guide may also be applicable. Students who have a standing of Suspension or Exclusion can Appeal to the Re-Enrolment Appeals Committee.

Note 2 – Obligation To Assess Impact On Visa Requirements

Academic Advisors are asked to check with the student the ramifications of any reduced enrolment load on International Student Visa requirements and on eligibility for Youth Allowance, AUSTUDY or ABSTUDY for eligible Australian residents.