

# CHECKLIST FOR STANDARD 10 MONITORING COURSE PROGRESS

FAILURE OF TWO CONSECUTIVE SEMESTERS

Please check student result data for accuracy before proceeding with this checklist.

Name of Student: .....

DEC International number: .....

	Yes ✓	No ✓
Was the student identified as failing more than 50% of enrolled units in the previous semester?		
Was the student issued with warning letter(s)?		
If yes, was the student placed on learning agreement(s)?		
If yes, was the student provided with counseling to identify any issues affecting course progress?		
<b>Was the Learning Agreement:</b>	<b>Yes ✓</b>	<b>No ✓</b>
Implemented?		
Documented?		
Monitored?		
<b>Has the student failed more than 50% of units in two consecutive semesters since and including Semester 2, 2007 (double check academic results)</b>	<b>Yes ✓</b>	<b>No ✓</b>
Has the college issued an Intention to Report letter to student, including the internal appeal process?		
Has the student lodged an appeal within 20 working days?		
If Yes, has appeal been upheld? In this case no report to the Department of Immigration and Border Protection (DIBP) is required. Please advise student and DEC International of outcome.		
If appeal is not upheld, the college must advise DEC International, and provide relevant documentation.		
If the student has not lodged an internal appeal then DEC International must be advised, together with relevant documentation. The student will be reported to DIBP.		

If the internal appeal is not upheld, DEC International will handle external appeal and notify college of outcome.

Make sure you answer all the above questions before proceeding to report students to DEC International. Request to report must be accompanied by supporting documents e.g. warning letters, medical certificates (compassionate or compelling circumstances), academic results of failed enrolled units and copies of the intention to report letter and any appeal documents.