

# I'M ON PROBATION...WHAT NOW?

The following information is designed to facilitate your understanding of what probation is and what help is available to you. This information sheet will provide an outline of what you now need to do, how to do it, and where to get the help you need. For further information on this please go to StudentCentral, Ground Floor, Building 17 or phone 1300 ASK UOW (1300 275 869) or email [askuow@uow.edu.au](mailto:askuow@uow.edu.au)

## What Is Probation?

Probation is the second stage of the Undergraduate Course Progress Rules. Probation means that you have again not passed more than 50% of the credit points attempted in the last session. Due to your poor results, your enrolment is considered at risk. You will be able to enrol as normal for the next academic session. You will need to pass more than 50% of your enrolled subjects to remain enrolled at the University. A copy of the Undergraduate Course Progress flowchart has been included over the page for your information.

## What Do I Need To Do?

As you have progressed to the second stage in the Undergraduate Course Progress Rules, by being placed on probation, you will now need to provide a statement to your Sub Dean/Associate Dean to explain your situation.

The statement will need to include the following:

- What you believed caused your poor progress
- How you will overcome these problems to be successful in your studies
- What support services you have accessed or will access to assist you
- What is your plan to complete your studies

It is best to make an appointment with your Sub Dean/Associate Dean to discuss your studies. Your Sub Dean/Associate Dean can assist you in identifying the issues contributing to your poor academic results and provide very useful advice or point you to an appropriate support service. Make an appointment as soon as possible to discuss your studies!

### Who Is My Sub Dean/Associate Dean?

Faculty	Sub Dean/Associate Dean	To Make an Appointment
Arts	Stephen Brown	Phone 42213619 or email <a href="mailto:nikmil@uow.edu.au">nikmil@uow.edu.au</a>
Creative Arts	David Vance	Phone 4221 3996 or email <a href="mailto:fca_subdean@uow.edu.au">fca_subdean@uow.edu.au</a>
Commerce	Ron Perrin and Nadia Verrucci	Phone 4221 3958 or email <a href="mailto:debbie_critcher@uow.edu.au">debbie_critcher@uow.edu.au</a>
Education	Pauline Lysaght	Phone 4221 3981 or email <a href="mailto:ssc@uow.edu.au">ssc@uow.edu.au</a>
Engineering	Rodney Vickers	Phone 4221 3491 or email <a href="mailto:engineering_subdean@uow.edu.au">engineering_subdean@uow.edu.au</a>
Graduate School of Business	Nelson Perera	Phone 4221 3751 or email <a href="mailto:gsb@uow.edu.au">gsb@uow.edu.au</a>
Health and Behavioural Sciences	Deanne Condon-Paoloni and Margaret Wallace	Phone 4221 3492 or email <a href="mailto:hbs_scc@uow.edu.au">hbs_scc@uow.edu.au</a>
Informatics	Peter Nickolas	Phone 4221 3606 or email <a href="mailto:informatics_studenq@uow.edu.au">informatics_studenq@uow.edu.au</a>
Law	Judith Marychurch/KayMaxwell	Phone 4221 3456 or email <a href="mailto:law@uow.edu.au">law@uow.edu.au</a>
Science	Paul Carr	Phone 4221 3172 or email <a href="mailto:science_office@uow.edu.au">science_office@uow.edu.au</a>

## How Do I Get Off Probation?

To get off probation you will need to pass more than 50% of the subjects in which you enrol in the next or subsequent session (excludes Summer Session). If you do this then your course status will be changed back to an Active status. You then start fresh in the minimum rate of progress process.

**NOW IS THE TIME FOR YOU TO GET HELP WITH YOUR STUDIES**

## Where Can I Get Help? Who Can I Contact?

There are many University support services that can help you achieve successful academic results. These services are **Free to all UOW students!** Student Services provides a range of programs and services which are designed to assist you with your studies and help you progress through your degree. Please refer to the attached Student Services brochure for full details and contact information.

- **Student Equity and Diversity Liaison Officers (SEDLO)**  
The Student Equity and Diversity Liaison Officers provide liaison, information and referral to support services as well as provision of programs supporting student equity and diversity both within faculties and across campus. SEDLOs are available to help. Their contact details are contained in the attached brochure.
- **Learning Development**  
The Learning Resource Centre provides workshops, individual consultations and self access resources on English language and academic skills. Contact Learning Development for help today! Details in the attached brochure.

- PASS (Peer Assisted Study Session) - Only Selected Subjects**  
 PASS is a program where students work together to consolidate understanding, reinforce key concepts, and develop effective study strategies. Find your subject program today <http://www.uow.edu.au/student/services/pass/index.html>
- Counselling Services**  
 The Counselling Service provides individual consultations and personal development programs which can help you sort out what is happening in your life and develop skills for coping with the stresses you experience. UOW counselling services are free and confidential to all students of UOW. Make an appointment by calling their number in the attached brochure.
- Disability Services**  
 Students with a disability or long term illness may require additional assistance in adjusting to the requirements of their course and developing independence in their studies. Further information and contact details are contained in the attached brochure.

## Undergraduate Course Progress Flow Chart

