

UNSATISFACTORY PROGRESS

What do I need to do?

Step 1 – Attend the meeting

This is a very important meeting to attend and should be about supporting you to succeed, so please do attend the meeting. If you would like a Student Advocate to attend the meeting with you to take notes, please get in touch.

Step 2 - Get everything in writing

During the meeting, make sure that either you or the PC (or both) takes notes about what was discussed. If the PC takes notes, ask them to email them to you after the meeting and follow up if they don't. This is not a reflection of trust, it's a professional practice that demonstrates that you take the matter seriously and keeps you both accountable for anything that you say you'll do.

Step 3 - Follow the plan

The intervention plan is designed to get you back on track - if you don't follow it, there's a chance that your grades won't improve, and this may lead to exclusion or suspension.

How can Student Advocacy help?

We can support you at all point of this process. Some of the things we can do include:

- Helping you understand why you received the letter
- Discussing some things that you could ask to be put into the intervention plan
- Attending meetings with you

Please just [make an appointment](#) to discuss this with us.

**STUDENT
ADVOCACY**

FREE, CONFIDENTIAL & INDEPENDENT

**NEED
ADVICE?**