

# COURSE PROGRESSION POLICY FOR DOMESTIC STUDENTS

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<b>Date of Next Review</b>	10 July 2021	
<b>Approved by</b>	Academic Board	10 July 2018
<b>Responsible Person</b>	Dean	
<b>Related Documents</b>	Student Support Policy, Navitas Privacy Policy, Grievances, Complaints and Appeals Policy and Procedure, Student Records Management Policy and Records Retention and Disposal Schedule.	
<b>References and Legislation</b>	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

## 1. Purpose:

The College monitors student progression in order to provide timely intervention and appropriate support, and to ensure that students do not incur unnecessary debt.

The policy defines unsatisfactory course progression, specifies the way in which the College will intervene to support students at risk of not making satisfactory course progression, and makes clear the consequences for making unsatisfactory course progression.

## 2. Scope:

The policy applies to domestic students enrolled in all higher education and vocational education and training courses offered by the College.

## 3. Definitions:

Term	Definition
<i>Academic year</i>	A full year of academic study with an equivalent full-time study load (EFTSL) of 1.0. This can vary from course to course, but normally comprises two or three trimesters.
<i>Academic staff / teaching staff</i>	Permanent and casual employees engaged in teaching and assessment of courses at the institution.
<i>AQF</i>	The Australian Qualifications Framework.
<i>At risk</i>	Students who are at risk of not making satisfactory course progression.
<i>College</i>	The Australian College of Applied Psychology (ACAP).
<i>Full-time load</i>	The published Equivalent Full-time Study Load (EFTSL) value is equal to 1 for full year or 0.33 for a trimester. The EFTSL is a measure of the study load for each unit of study.

Term	Definition
<i>International student/ Overseas student</i>	A student required to hold a student visa for study in Australia.
<i>Maximum course duration</i>	The maximum amount of time in which a student is allowed to complete a course of study. It is specified for each course in the Course Guide or Course Handbook.
<i>Trimester</i>	The name for each of the three standard academic periods/terms in an academic calendar year.
<i>Unit</i>	A unit of study in a higher education course or a unit of study, module and/or unit of competency in a vocational education and training course.

## 4. Policy

The College proactively monitors student progression in order to provide timely intervention and appropriate support, and to ensure that students do not incur unnecessary debt.

### 4.1 Principles

The following principles underpin the student course progression policy and processes:

#### 4.1.1 Responsibility

All students are ultimately responsible for their own academic progress.

#### 4.1.2 Duty of care toward the student

- Providing appropriate, timely and proactive information to students regarding their academic progress are expected to complete their studies within the maximum time to completion for their course.
- Providing appropriate, timely and proactive support for students in order that they may achieve their academic goals and course outcomes.
- Ensuring that student debt for the enrolled course is kept to a minimum.

#### 4.1.3 Timeliness

Course progression is monitored on a trimester basis by the Student Progression Panels, upon approval of grades by the Assessment Panels. The Office of the Director of Operations ensures that decisions and processes concerning course progression are completed as soon as possible after the approval of results by the Assessment Panels and in time for students to take appropriate action prior to census.

#### 4.1.4 Record-keeping and access to records

A Course Progression Register is kept by the Office of the Director of Operations and is updated at appropriate times during the academic year. Records will be kept strictly confidential and in accordance with the Navitas Privacy Policy.

#### 4.1.5 Identification on the basis of academic results

Students are identified under this policy in relation to the academic progression stages on the basis of academic results.

## 4.2 Course Progression Rules

**4.2.1** Students are normally required to make satisfactory course progression to maintain enrolment in their course.

**4.2.2** Students who are identified as making Unsatisfactory Course Progression will normally have their enrolment discontinued and will be excluded from the College for a period of 24 months.

**4.2.3** Students who are identified under this policy normally move sequentially between the intervention Stages 1 and 2.

**4.2.4** Students are required to observe any additional progression rules relating to their course as specified by the College in the course guide or course handbook.

### **4.3 Course progression stages and criteria**

There are three stages of intervention in the management of Unsatisfactory Course Progression. These stages are: Academic Caution, At Risk, and Discontinuation of Enrolment.

The Academic Board approves the criteria by which students are considered to be making Unsatisfactory Course Progression and approves criteria by which students are identified at the three intervention Stages.

*Schedule 1* sets out the approved criteria.

#### **4.3.1 Stage 1: Academic caution**

The first stage in the management of student course progression is the Academic Caution stage. Students are identified at this stage if they meet the criteria for Academic Caution as specified in Schedule 1.

Students who meet the criteria for Stage 1 as specified in Schedule 1 are notified in writing (mail or email) by the Office of the Director of Operations. The communication will:

- inform the student of support available in academic skills, study skills and personal support;
- make available a Study Success self-survey (Stage 1) which helps students identify issues and problems and includes the contact information of appropriate support services; and
- inform the student of the criteria and consequences of moving to Stage 2 in the management of Unsatisfactory Course Progression.

Students at stage 1 will also be reported to the respective Discipline. The Discipline normally contacts the student at this stage to offer support and to advise the student in relation to the management of course progression.

The respective Discipline may have course progression requirements such as compulsory attendance at academic skills workshops or appearance before an academic progression panel.

The course progression status of students identified at this Stage will be changed to “Academic Caution”.

Students declared as having an academic status of Academic Caution will be subject to the following conditions on their enrolment in the following trimester:

- re-enrolment in the failed unit(s); and
- attendance at an academic counselling session with the relevant Discipline(s) to discuss and agree a study plan for the failed unit(s).

While on Academic Caution, a student may also be required to:

- maintain a satisfactory record of attendance in all enrolled units;
- attending regular scheduled meetings with an academic supervisor;
- attend regular scheduled meetings with a Campus Student Learning Advisor.

Students will maintain an academic status of Academic Caution for the duration of any specified condition(s) on their enrolment – normally one trimester.

Where a student fails to meet the conditions of their Academic Caution status they will be advised in writing that their course progression status will be escalated to At Risk and that unless their progression improves, they may be issued with a *Notice of Intent to Cancel* enrolment.

Students commencing T1 2018 will be additionally advised of their obligation to pass at least 50% of their enrolled units in order to remain eligible for FEE-HELP. If students do not maintain this pass rate, they are required to pay their tuition fees upfront until their pass rate is at 50% or above before they can use FEE-HELP again.

#### **4.3.2 Stage 2: At risk of making unsatisfactory course progression**

Students are At Risk of making Unsatisfactory Course Progression if they meet the criteria for Stage 2: At Risk as specified in Schedule 1.

Students who are identified as being At Risk of making Unsatisfactory Course Progression are notified in writing (mail or email) by the Office of the Director of Operations. The communication will:

- Inform the student of support available in academic skills, study skills and personal support;
- Make available a Study Success self-survey (Stage 2) which helps students identify issues and problems and includes the contact information of appropriate support services; and
- Inform the student of the criteria and consequences of being identified as making Unsatisfactory Course Progression.

Students at this Stage will also be reported to the respective Discipline. The Discipline normally contacts the student to offer support and to advise the student in relation to the management of course progression.

The Discipline may have other course progression requirements such as compulsory attendance at academic skills workshops or appearance before an academic progression panel.

The course progression status of students identified at this Stage will be changed to “At Risk”.

Students declared as having an academic status of At Risk will be subject to the following conditions on their enrolment in the following trimester:

- re-enrolment in the failed unit(s); and
- attendance at an academic counselling session with the relevant Discipline(s) to discuss and agree a study plan for the failed unit(s).

While on At Risk, a student may also be required to:

- maintain a satisfactory record of attendance in all enrolled units;
- attending regular scheduled meetings with an academic supervisor;
- attend regular scheduled meetings with a Campus Student Learning Advisor;
- attend regular scheduled meetings with a Campus Student Counsellor;
- attend study skills workshops;
- attend a PASS program;
- reduce their study load.

Students at this Stage are encouraged to assess their commitment to their studies and/or consider a course at a more appropriate level of study.

Where a student fails to meet the conditions of their At Risk status they will be advised in writing that their course progression status will be escalated to Unsatisfactory Course Progression and that unless their progression improves, they may be issued with a *Notice of Intent to Cancel Enrolment*.

Students commencing T1 2018 will be additionally advised of their obligation to pass at least 50% of their enrolled units in order to remain eligible for FEE-HELP. If students do not maintain this pass rate,

they are required to pay their tuition fees upfront until their pass rate is at 50% or above before they can use FEE-HELP again

#### **4.3.3 Stage 3: Unsatisfactory course progression and discontinuation of enrolment**

The third Stage of the intervention identifies students who have made unsatisfactory course progression as specified in Schedule 1.

For Higher education students, the criteria for Stage 3 Unsatisfactory Course Progression includes being awarded the Fail No Submission grade for all units enrolled in one trimester of full-time study. This criterion applies from the first trimester of study.

The enrolment of students who are considered to be making unsatisfactory course progression will be discontinued unless the student is able to show cause.

##### ***Show cause submissions***

If the student has been notified that they have made Unsatisfactory Course Progression and that their enrolment will be discontinued, the student is able to make a show cause submission to the relevant Chair of Discipline as to why the College should allow their enrolment to continue.

Show cause submissions must be submitted within 10 working days of the date of notification of the decision.

Show cause submissions should contain as much relevant information as possible to help the College reach a decision, including:

- any compassionate or compelling reasons for the student's previous performance, supported by documentary evidence,
- the outcome of remedial actions undertaken since the student was advised of the Academic Caution or of being At Risk of Unsatisfactory Course Progression, and
- how the student intends to improve their academic performance if permitted to continue their studies.
- Students whose enrolment is discontinued due to course progression rules will be excluded from the College for a period of 24 months.

#### **4.3.4 Admission after exclusion**

Students whose enrolment is discontinued due to course progression rules will need to re-apply for acceptance to the College and will not be eligible for acceptance to the College in any course, for a period of 24 months.

Admission after discontinuation of enrolment due to course progression rules must be approved by the relevant Chair of Discipline.

#### **4.3.5 Appeals**

Students are able to appeal any decision taken by the College in the management of academic progression by using the Grievances, Complaints and Appeals Policy and Procedure within 20 working days of the date of notification of the decision.

## **5. Responsibilities**

The Academic Board approves the criteria by which students are considered to be making Unsatisfactory Course Progression and approves criteria by which students are identified at the three intervention Stages.

The Office of the Director of Operations is responsible for identifying students under this policy, for keeping course progression records and for communications with students in relation to this policy.

Students are responsible for taking the appropriate action under this policy.

Services such as Student Learning Support, Student Counsellors, AccessAbility Advisors as well as Disciplines and respective course coordinators are responsible for providing advice to students and the Office of the Director of Operations in relation to this policy.

## 6. Document Management Control

<b>Date</b>	<b>Summary of Changes</b>	<b>Author</b>
6/10/2009	Policy established	Dean
14/09/2015	Policy amendments and extension to NCPS awards	Dean
25/01/2016	Minor template technical amendments	Dean
6/03/2017	Minor administrative amendment	Dean
30/06/2017	Administrative update to business and academic titles and roles	Dean
10/07/2018	Addition of FEE-HELP requirement Changes to roles and responsibilities	Dean
12/10/2018	Change of template	VET Compliance Manager

**Schedule 1 Course Progression Policy and Procedure for Domestic Students**

Stage	Higher Education	Vocational Education and Training
<b>Stage 1: Academic Caution</b>	Fail 50% or more of enrolled units in a trimester based on a full-time load	Fail 50% or more of enrolled units in a trimester based on a full-time load
<b>Stage 2: At Risk</b>	Students at Stage 1 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same unit twice	Students at Stage 1 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same module twice
<b>Stage 3: Unsatisfactory Course Progression</b>	Students at Stage 2 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same unit three times and/or Are not able to complete their course within the maximum course duration as specified in the respective Course Guide and/or Being awarded the Fail No Submission grade for all units enrolled in one trimester of full-time study. This criteria applies from the first trimester of study	Students at Stage 2 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same module three times and/or Are not able to complete their course within the maximum course duration as specified in the respective Course Guide