



Procedure

Policy Name: Course Progress Policy Procedure

Version: 1.0

Approved By: Provost

Date Approved: 24 August 2007

Authority: Registrar

This document is to be read in conjunction with the following documents:

- Course Progress Policy (ESOS Act 2000), available at:
http://aei.dest.gov.au/AEI/ESOS/QuickInfo/DIAC_Course_pdf.pdf
- Intervention Strategy Recommendations and Approval form
- Course Progress Policy Procedures Flowchart

References:

- Student Rules
- Student Grievances and Appeals Policy and Procedures

Course Progress Policy Procedure

This policy does not apply to English students.

*For Business and IT students, the Head of School (HOS) is replaced by the Course Coordinator.

Following the end of each study period (a semester), after all grades are finalised and entered in the database, the Registrar is responsible for manually reviewing the academic results of each student enrolled in that study period. Any student who has passed less than 50% of the credit points or subjects that the student has attempted within that study period (unsatisfactory course progress), will be subject to an evaluation by the relevant Head of School (HOS)* and the Provost.

The Provost, HOS or Registrar may choose to implement the Intervention Strategy before the study period ends if there is evidence to indicate that the student is not expected to pass at least 50% of the credit points studied in that period.

Records of interventions, appeals processes and reporting will be maintained on the student database and hardcopies of all documents relating to the intervention will be store in the student's file. For example, written correspondence with the student and Intervention forms.

Intervention Strategy Implementation

The relevant HOS will be required to evaluate the progress of all students who have been identified as achieving unsatisfactory course progress within that study period by implementing the Intervention Strategy. This involves completing the Intervention Strategy Recommendations and Approval form and submitting it to the Provost for approval and/or further comment. The HOS will recommend action(s) which may include but is not limited to:

- Increased monitoring
- Academic Skills support
- Personal counselling
- A reduction in study load
- Probationary enrolment
- Placement in a more suitable course
- Opportunities for reassessment

The Provost is the approving authority in all cases of the Intervention Strategy. If the recommended strategy is not approved, the Provost will work with the HOS to determine a more suitable course of action.

Once the Provost has granted approval, the Registrar must advise the student in writing of all recommendations of an intervention within the first week of the following study period. The student will be allowed 20 working days to appeal this action. In this case the student will have access to the college's Student Grievance and Appeals Policy and Procedures.

If the student does not appeal or if the appeal is unsuccessful, the Registrar is responsible for ensuring that this strategy is activated within the first four weeks of the following study period and monitoring the student's progress, in conjunction with the HOS and/or Provost, throughout the study period.

A successful appeal will require the process to commence from step one, and the HOS and Provost will be required to re-evaluate the student's position and determine a more suitable course of action.

Unsatisfactory course progress

If a student is currently on probationary enrolment and qualifies for a further period of probationary enrolment he/she will be eligible for exclusion. If an international student is identified as not making satisfactory progress in two consecutive study periods, the Registrar will be required to report the student to the Department of Immigration and Citizenship (DIAC), in which case the student's visa may be cancelled.

The Registrar must notify a student in writing of the intention to report to DIAC or exclude from a course and allow 20 working days from the date of the letter for the student to appeal.

If the student does not appeal or if the appeal is unsuccessful, the Registrar will proceed with reporting to DIAC and/or exclusion from a course.

A successful appeal will require the process to commence from step one, and the HOS and Provost will be required to re-evaluate the student's position and determine a more suitable course of action.