RCDC Course Progress Policy and Procedure

RSY-ACAD-PY-014- RCDC Course Progress Policy and Procedure
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1 Policy Statement

The purpose of this document is to provide guidelines on course progress in compliance with external regulations and internal requirements.

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

a. Monitoring Course Progress (ESOS Framework, National Code part D, Standard 10)
b. Intervention Strategy Recommendations and Approval form
c. Course Progress Policy Procedures Flowchart

2 Scope

This policy applies to all RCDC students enrolled in RCDC award courses.

3 Definition of Terms

Award course means a set of requirements and subjects which, when satisfactorily completed by a student, normally qualifies the student to receive a formal award from the College.

International student refers to a student studying in Australia who is not an Australian citizen or permanent resident.

4 Course Progress Policy and Procedure

4.1 Responsibilities

Following the end of each study period (a semester), after all grades are finalised and entered in the database, the Student Services Director 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 Program Director and the Academic Director.

The Academic Director, Program Director or Student Services Director 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.

4.2 Intervention Strategy Implementation

The relevant Program Director 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 Academic Director for approval and/or further comment. The Program Director 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 Academic Director is the approving authority in all cases of the Intervention Strategy. If the recommended strategy is not approved, the Academic Director will work with the Program Director to determine a more suitable course of action.

Once the Academic Director has granted approval, the Student Services Director 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 Student Services Director 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 Program Director and/or Academic Director, throughout the study period.

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

4.3 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 Student Services Director will be required to report the student to the Department of Immigration and Border Protection (DIBP), in which case the student’s visa may be cancelled.

The Student Services Director must notify a student in writing of the intention to report to DIBP 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 Student Services Director will proceed with reporting to DIBP and/or exclusion from a course.

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