

Policy Title

Academic Progress Policy

Preamble

This Policy has been developed and is consistent with the requirements of the:

- Higher Education Support Act (HESA) 2003
- Higher Education Standards Framework (Threshold Standards) 2021 Standard 1.3 Orientation and Progression
- The Education Services for Overseas Students Act (ESOS) 2000 and
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

Purpose

This Policy establishes the definition, criteria and process used to determine satisfactory academic progress and, upholds the principle that early identification provides students with an opportunity to overcome any academic or personal obstacles.

Scope

The policy applies to all Deakin College students enrolled in the Foundation and/or Diploma programs, irrespective of campus.

Policy

1. Principles

- 1.1.** Deakin College students come from diverse cultures and backgrounds with differing motivation and learning needs;
- 1.2.** Deakin College, as an Australian Pathway College, has a special role catering for a student cohort that may be educationally disadvantaged or underprepared for tertiary education. Thus, Deakin College has developed strategies for providing the additional support required for these students to achieve academic success;
- 1.3.** Deakin College encourages its students to take responsibility for their learning and to take advantage of any academic and personal assistance that is available to them at Deakin College and Deakin University;
- 1.4.** Deakin College seeks to identify and support students who require extra assistance and intervention programs to maximise their chances of satisfactory academic progress to further higher education;
- 1.5.** Students are provided an opportunity to explain the reason(s) for his or her unsatisfactory academic progress;
- 1.6.** Students who have been excluded from their course at Deakin College are entitled to appeal the decision of the Board of Examiners through the internal Deakin College Appeals process;

- 1.7. Students whose appeal to Deakin College Appeals is unsuccessful may request an external review of the decision through an independent review agency;
 - 1.8. Deakin College will endeavour to ensure that a student's academic progress records, including records relating to a Show Cause or appeals are kept confidential and will only be disclosed to a person who has a right to the information by virtue of their role in the academic progress or appeals process;
 - 1.9. For overseas students holding an Australian student visa, Deakin College is required to report exclusions to the relevant Australian Government higher education and immigration agencies. However, such reporting will only occur after all internal and external avenues of appeal have been completed;
 - 1.10. Exclusion from Deakin College is for a period of twelve (12) months or three (3) trimesters following the outcome of any appeals;
 - 1.11. Students may be eligible to apply for re-admission after the completion of the exclusion period. In applying for re-admission, students are subject to Deakin College's *Admissions Policy*;
 - 1.12. Students are referred to the Deakin College website for a copy of this policy.
- 2. Responsibilities**
- 2.1 The Board of Examiners is responsible for:
 - implementing this policy;
 - identification of students deemed to not meet the criteria for satisfactory academic progress and;
 - confirming and applying the exclusion to a student's enrolment.
 - 2.2 Academic staff and Student Support staff are responsible for advising, counselling and supporting students at risk of not achieving satisfactory academic progress;
 - 2.3 Academic staff include but are not limited to the:
 - Academic Coordinators;
 - Academic Manager(s);
 - Student Learning Advisers and;
 - Teachers.
 - 2.4 Student Support staff include but are not limited to the:
 - Student Counsellors;
 - Student and Academic Services Manager;
 - Campus Manager Geelong Campuses.
- 3. Satisfactory Academic Progress**

- 3.1** A student is deemed to not meet the criteria for satisfactory academic progress if at the end of a trimester they fail to achieve 50% or more of the study load for which they are enrolled. A 'Pass' grade is 50% or higher in each unit.
- 3.2** Academic progress monitoring by the Board of Examiners will proceed at the end of each trimester.
- 3.3** At the conclusion of each trimester, the Board of Examiners will identify two cohorts of students:
- those students who are at risk of not achieving satisfactory academic progress; and
 - those students who have not achieved satisfactory academic progress.
- 4. Students at Risk of Unsatisfactory Course Progress**
- 4.1** Students at risk of not achieving satisfactory academic progress are those who failed 50% or more of the study load undertaken in a preceding trimester. A 'Pass' grade is 50% or higher in each unit.
- 4.2** Students at risk of poor academic progress due to late enrolment may be subject to a 75% course load to mitigate this risk.
- 4.3** Students at Risk of Unsatisfactory Course Progress will be notified on the day that academic results are formally released that an intervention program has been implemented. The notice will be sent by email to the student's Deakin College email address and personal email address. It is the responsibility of the student to check their Deakin College email account and to ensure that Deakin College has their correct personal email and postal address details.
- 4.4** An intervention program will be implemented automatically for any student identified by the Board of Examiners as being at risk of not achieving satisfactory academic progress;
- 4.5** Students identified as at risk are required to attend an interview with Academic staff or Student Support staff and provided an opportunity to discuss their lack of course progress and counselled in identifying its cause, whether academic or personal;
- 4.6** At the interview further intervention strategies may be developed, as required for a student's given circumstances. Additional intervention strategies may include referrals to counselling or other professional support services, a reduction in course load, English language support, referral to skills workshops, assistance with study and revision planning or change of course.
- 5. Review**
- 5.1** Following the implementation of the intervention program, where a student has failed 50% or more of the study load undertaken in a second or third trimester, or failed to meet the conditions specified on their intervention program, the student will be sent a letter by the Board of Examiners (proposal for exclusion);
- 5.2** Students will be notified on the day that academic results are formally released. The notice will be sent by email to the student's Deakin College email address and personal email address. Students who have been proposed to be excluded by the Board of

Examiners will also have their notice sent by post. It is the responsibility of the student to check their Deakin College email account and to ensure that Deakin College has their correct personal email and postal address details.

6. Students who have not achieved Satisfactory Academic Progress

- 6.1** A student who has not achieved the satisfactory academic progress requirements will be deemed by the Board of Examiners as not having satisfied the academic progress requirements and, the Board of Examiners will proceed with the exclusion of student from Deakin College;
- 6.2** Students who have been identified for exclusion will be advised by the Board of Examiners in writing and provided an opportunity to provide reasons for his or her unsatisfactory academic progress and, why their exclusion should not proceed (Show Cause);
- 6.3** Students who have been identified for exclusion will not be permitted to re-enrol at Deakin College for 12 months or 3 trimesters;
- 6.4** The Board of Examiners notice will be sent by email to the student's Deakin College email address and personal email address and, by post to the student's most recent postal address as recorded in Deakin College's student management system.

7. Show Cause

- 7.1** Students are given the opportunity to explain to the Board of Examiners the reason(s) for their unsatisfactory academic progress and, why their exclusion should not proceed (Show Cause);
- 7.2** The Board of Examiners will consider the student's Show Cause and provide a written outcome including reasons for the decision;
- 7.3** The Board of Examiners outcome will be sent by email to the student's Deakin College email address and personal email address and, by post to the student's most recent postal address as recorded in Deakin College's student management system.
- 7.4** If a student's Show Cause is successful, enrolment conditions may be stipulated in the written outcome;
- 7.5** In the event that a student's Show Cause is unsuccessful, the student has the opportunity to submit an appeal to Deakin College Appeals.

8. Appeals

- 8.1** Students are entitled to appeal the Board of Examiners' decision to exclude by submitting an *Appeal Application* to Deakin College Deakin College Appeals, as per the *Appeals Policy*. The appeal must be lodged within twenty (20) working days from the date the Board of Examiners' written outcome is communicated to the student.

9. Record Keeping

- 9.1** Deakin College will keep records of an appeal for five (5) years after the student ceases to be an accepted student.

Related Policies

Attendance Policy
Assessment Policy
Appeal Policy
Student Support Policy

Procedure

Student At Risk Procedure
Academic Progress Procedure

Definitions

Key Term or Acronym	Definition
Appeal	A submission by a student for a review of a decision made by Deakin College of an academic or non-academic nature.
Board of Examiners	A committee whose role includes the consideration of allegations of any act of academic misconduct and the review of course progress of students who have not met, or are at risk of not meeting the academic requirements of Deakin College.
CoE	Confirmation of Enrolment. A document registered with the Australian Government confirming an overseas student's acceptance into a course for a specified duration.
Compassionate and Compelling Circumstances	Circumstances beyond the control of the student and have an impact upon the student's course progress or wellbeing. Please refer to the <i>Attendance Policy</i> for examples.
Course	A program of instruction that leads to an award of the institution.
Deakin College Appeals	The final appeals body at Deakin College that considers appeals from students against any decision by Deakin College of an academic or non-academic nature.
Domestic Student	Defined as an Australian or New Zealand citizen or holder of a permanent residency visa, including a humanitarian visa.
ESOS Act 2000	The <i>Education Services for Overseas Students Act 2000</i> . This Act regulates the delivery of education services to overseas students.
Exclusion	Cancellation of enrolment by Deakin College for unsatisfactory academic progress. For overseas students, this also results in Deakin College reporting to the applicable Australian Government higher education and immigration agencies.

Intervention Program	A formal mechanism of providing institutional assistance to those students who are at risk of not achieving satisfactory course progress.
National Code 2018	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Established under section 33 of the ESOS Act 2000. The National Code 2018 provides nationally consistent standards and procedures for providers who deliver educational services to overseas students.
Overseas Student	A student who holds an Australian student visa.
Satisfactory Academic Progress	Satisfactory advancement within a course towards its timely completion. Compare <i>Unsatisfactory Academic Progress</i> .
Show Cause	The opportunity given to students to explain reasons for unsatisfactory academic performance.
Student Portal	Deakin College intranet providing academic and administrative information and internal communication.
Students At Risk	The formal procedure through which any student at risk academically or pastorally is identified and supported.
Study Load	A measurement of how much a unit is worth. At Deakin College a unit is usually worth 1 credit points however, in the Diploma of Engineering there are units which may be worth 2 credit points.
Trimester	A defined and formal period of study of 13 weeks. Deakin College runs three compulsory trimesters annually.
Unit	A component of study within a course. Also referred to as a subject.
Unsatisfactory Academic Progress	Unsatisfactory advancement within a course, and thereby at risk of exclusion from Deakin College. Compare <i>Satisfactory Academic Progress</i> .
Working Day	Excludes Victorian, Australian public holidays and weekends.

Status and Details

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