

Procedure Title

Academic Progress Procedure

Preamble

This procedure was approved by Teaching and Learning Committee 8 August 2018.

Purpose

This procedure guides staff and students through the process of identifying students at risk.

Scope

The procedures apply to all Deakin College students, irrespective of campus.

Policy

Academic Progress Policy

Related Documentation

Assessment Policy

Assessment Procedure

Attendance Policy

Admission Policy

Enrolment, Fees and Charges Policy

Procedure

1. Unsatisfactory Academic Progress

1.1. A student is deemed to not meet the criteria for satisfactory academic progress if at the end of a trimester he or she fails to obtain a final grade of 'Pass' or higher in 50 per cent or more of the study load undertaken.

1.2. In assessing a student's academic progress:

- grades of 'N' (Fail), 'WN' (Withdrawn-Fail) and 'XN' (Failure, Not Assessed) will be regarded as failing grades and included in the calculation of a student's academic progress;
- a grade of 'DE' (Deferred Examination) will be regarded as a passing grade until a formal failing grade, is formally recorded against that unit;
- grades of 'RI' (Results Not Finalised), 'RW' (Results Withheld) and 'UP' (Ungraded Pass) will not be used to calculate a student's academic progress.
 - For the purposes of assessing a student's academic progress:
- students who withdraw from any unit or from their course before the end of week 4 of a trimester will not incur an academic penalty;
- withdrawal from any unit or course between weeks 5 and 7 of a trimester will incur a grade of W (withdrawn). This grade does not incur an academic penalty;
- withdrawal from any unit or course between weeks 8 and 9 of a trimester will incur a grade of WN (withdrawn fail). This grade will incur an academic penalty and a student's academic progress will be assessed at the end of the trimester by the Board of Examiners;

2. On the day that academic results are formally released, the following cohorts of students will be identified by the Board of Examiners

- **Condition A:** first time at risk of not achieving satisfactory academic progress. Intervention Program implemented and student must meet with Academic Coordinator or Student Counsellor to complete Action Plan by end of week 4 of trimester. Student is able to continue their enrolment.
- **Condition B or C:** second time or more at risk of not achieving satisfactory academic progress.
 - Student with Condition B completed the Action Plan in previous trimester. Student is able to continue their enrolment.
 - Student with Condition C previously did not completed the Action Plan – Students must meet with Academic Coordinator, responsible lecturer or Student Counsellor to complete Action Plan by end of week 4 of trimester. Student is able to continue their enrolment.
- **Condition D(L) (Local student) or Condition D(O) (Overseas student):** not achieved satisfactory academic progress and required to Show Cause. Student blocked from enrolling for incoming trimester. These students may be excluded.
- **Condition E:** Student’s Show Cause successful/granted. Student permitted to enrol for the incoming trimester but must meet with Academic Coordinator, responsible lecturer or Student Counsellor prior to enrolling to complete an Action Plan. Student’s enrolment is therefore blocked. Once the student meets with Academic Coordinator or Student Counsellor and completes Action Plan, student’s enrolment can be unblocked by Quality and Compliance team. Once enrolment unblocked, student able to enrol. **N.B.** Refer to the Notes (in Memo if looking at MAZE) for more information regarding any enrolment condition(s) that the student will need to meet prior to completing their enrolment.
- **Condition 36 (L) (Local student) or 36 (Overseas student):** Student’s Show Cause unsuccessful/denied. Student has opportunity to submit an appeal to the Deakin College Appeals Committee. Student blocked from enrolling for incoming trimester. Student may be excluded.
- **Condition 37 and Condition 9A:** Student’s appeal successful/granted. Student able to enrol for incoming trimester (if still within the enrolment period, if not, student will need to enrol for the subsequent trimester). There will be a block on the student’s enrolment as they will need to meet with an Academic Coordinator, responsible lecturer or Student Counsellor to complete an Action Plan. Once this is complete, the block can be lifted by Compliance and student is able to enrol. **N.B.** Refer to the Notes (in Memo if looking at MAZE) for more information regarding any enrolment condition(s) that the student will need to meet prior to completing their enrolment.

2.1. Students At Risk of Unsatisfactory Academic Progress (Condition A)

Students at risk of unsatisfactory academic progress are those who failed to obtain a final grade of 'Pass' or higher in 50 per cent or more of the study load undertaken in a preceding trimester;

- On the day that academic results are formally released, the notice of Intervention Program will be sent by email to the student's Deakin College email address and personal email address. Students are required to undertake the intervention program before the end of week 4 in a given trimester.
- As part of intervention program, students identified as at risk are required to attend a compulsory interview with Student Services, Academic Coordinators or responsible lecturers depending on designation from Student and Academic Services Manager and will be provided an opportunity to discuss their lack of academic progress and counselled in identifying its cause, whether academic or personal.
- At the interview, students will be counselled regarding the following:
 - failure to maintain satisfactory academic progress will result in their being considered for exclusion from Deakin College. For overseas students on a student visa, this will also result in Deakin College reporting to the applicable Australian Government higher education and immigration agencies through the Provider Registration and International Student Management System (PRISMS). This may result in the loss of their student visa.
 - further intervention strategies may be developed, as required for student's given circumstances. Additional intervention strategies may include referrals to counselling or other professional support services (including the Disability Resource Centre), a reduction in course load, English language support, referral to skills workshops, assistance with study and revision planning or change of course.
 - Students prioritised as at particularly high risk through poor performance in multiple subjects will be allocated a PALM mentor with whom they should meet as soon as possible.
 - Attendance requirements, especially for Foundation Program students who are on a student visa. Explain the implications of unsatisfactory attendance on the student's visa.
 - Discuss the student's Weighted Average Mark (WAM), explain the effect failing units has on their WAM and what grades will need to be achieved in order to secure their required WAM from the next trimester onwards. Also include a conversation on alternate course options if WAM is out of reach.
- The interview will be formalised by a signed Action Plan devised and agreed by the student and Academic Services, evidencing its occurrence and outcomes. This document will be kept on the student's file and a copy will be provided to the student.
- A student will be deemed to have accepted the terms of their intervention program by enrolling in a following trimester. Accordingly, it is the responsibility of that student to ensure that all conditions of their intervention program and Action Plan are met.

2.2. Stage 2: Review (Condition B or Condition C)

- Following the implementation of the intervention program, where a student has failed to obtain a final grade of 'Pass' or higher in 50 per cent or more of study load undertaken in a second or third trimester, or failed to meet the conditions specified on their intervention program and Action Plan, the student will be sent a notice of enrolment condition by the Board of Examiners.
- The notice of enrolment condition will be sent by email to the student's Deakin College email address and personal email address on the day that academic results are formally released.
- As part of enrolment condition, the students are required to continue with their Intervention Program and Action Plan and/or required to attend another interview with an Academic Coordinator, responsible lecturer or Student Counsellor and provided an opportunity to discuss their lack of academic progress and counselled in identifying its cause, whether academic or personal.

2.3. Stage 3: Students who have not achieved Satisfactory Academic Progress (Condition D(L) or Condition D(O))

Overseas students who have been proposed to be excluded from not achieved satisfactory academic progress are those who have:

- failed to obtain a final grade of 'Pass' or higher in 50 per cent or more of the study load undertaken in a second trimester and/or have not completed their course by the expected completion date, as specified on their confirmation of enrolment (COE); or
- failed to obtain a final grade of 'Pass' or higher in 50 per cent or more of the study load undertaken in a third trimester and/or have not completed their course by the expected completion date, as specified on their COE; or
- failed to meet the conditions as specified by their intervention program and their Action Plan.

Domestic students and temporary residents who have been proposed to be excluded from not achieved satisfactory academic progress are those who have:

- failed to obtain a final grade of 'Pass' or higher in 50 per cent or more of the study load undertaken for a third trimester; or
- failed to meet conditions as specified by their intervention program and their Action Plan.

2.4. Show Cause

- On the day that academic results are formally released, the students who have not achieved satisfactory academic progress and proposed to be excluded by the Board of Examiners will be sent the *Notice of Show Cause for Unsatisfactory Academic Progress* and the *Show Cause- Student Response Form* by email to the student's Deakin College email address and personal email address. The students will also have their notice and the Show Cause – Student Response Form sent by post.
- The student is 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 by submitting completed Show Cause – Student Response Form within 7 working days after result release date to dcoll-apc@deakin.edu.au. Original or certified copies of supporting documents will also need to be provided to support any claim of compassionate or compelling circumstances.

- A student who has not achieved satisfactory academic progress and proposed to be excluded by the Board of Examiners will not be permitted to re-enrol at Deakin College.
 - The Board of Examiners will consider the student's Show Cause and provide a written outcome including reason(s) for the decision. The Show Cause Outcome notice will be sent by email to the student's Deakin College email and personal email and by post to the student's most recent postal address as recorded in Deakin College's student management system.
 - Where a student's Show Cause to the Board of Examiners is successful, the student will be permitted to continue their enrolment however, enrolment conditions may be imposed and will be stipulated in the Show Cause Outcome notice. Some examples of enrolment conditions that may be imposed on a student include but are not limited to the following:
 - Compulsory meeting with an Academic Coordinator and/or Student Support staff by the end of week 4 in any trimester;
 - Maintaining a minimum of 80 per cent (80%) attendance in all enrolled units;
 - Completion of Academic Skills on-line unit(s);
 - Where a student's Show Cause to the Board of Examiners is unsuccessful, the student will be notified in writing and be sent a Show Cause Outcome/Notification of Intention to Exclude notice.
 - The Notice of Intention to Exclude will include the reason(s) for the decision and provide information regarding the internal appeals process. Appeals must be lodged using the *Satisfactory Academic Progress Appeal – Student Response Form* and submitted to the Deakin College Appeals Committee within 20 working days from the date the Board of Examiner's written outcome is communicated to the student.
- 2.5.** Deakin College will not proceed with reporting an overseas student for unsatisfactory academic progress to the applicable Australian Government higher education and immigration agencies whilst an internal appeal or external appeal is in progress, provided that students have advised the Deakin College Appeals Committee of the external appeal submission within the timeframe provided.
- 2.6.** A student whose enrolment has been cancelled under this policy will be excluded from Deakin College for 12 months following the outcome of any appeals.
- 2.7.** In addition to the 12 month exclusion period, in applying for readmission to Deakin College, overseas students are subject to the genuine student assessment under the Admissions Policy.
- 2.8.** An overseas student whose enrolment has been cancelled under this policy will be reported for unsatisfactory academic progress to the applicable Australian Government higher education and immigration agencies by Quality and Compliance team.

Status and Details

Status	Current
Effective date	8/08/2018
Review date	30/04/2020
Approval Authority	Academic Board of Studies
Implementation Officer	Academic Manager (Burwood, Waterfront, Waurm Ponds), Campus Director (Jakarta)
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