

## Procedure Title

### Academic Progress Procedure

#### Preamble

This Procedure is pursuant to Academic Progress Policy.

#### 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 a student fails fifty percent (50%) or more of their study load attempted in a trimester. A 'Pass' grade is a mark of 50% or higher in each unit.

**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- grades of 'N' (Fail), 'WN' (Withdrawn-Fail) and 'XN' (Failure, Not Assessed) will be regarded as failing grades and included in the calculation of a student's academic progress;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- withdrawal from any unit or course between weeks 5 and 8 of a trimester will incur a grade of W (withdrawn).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- withdrawal from any unit or course between weeks 9 and 12 will incur a grade of WN (withdrawn fail).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 (BoE). The BoE assigns academic progress based on performance in the enrolled trimester.
- **Stage 1** a student whose enrolled trimester is their first time that they fail 50% or more of the study load attempted in the enrolled trimester. Intervention Program implemented and student must meet with Academic staff or Student Support staff to participate in the student intervention program) by the end of week 4 of the following trimester. Students are eligible to continue their enrolment in the following trimester.
  - **Stage 2A** students previously placed on Stage 1 and who fail 50% or more of their study load attempted in the enrolled trimester, and where the student is an international student whose current course Confirmation of Enrolment (COE) has not ended.
    - Students who did not previously complete an intervention program must meet with Academic staff or Student Support staff to complete the intervention program by the end of week 4 of the incoming trimester. Students are eligible to continue their enrolment in the following trimester.
  - **Stage 2B** students where a Show Cause application is successful (granted), and/or students where an appeal for unsatisfactory academic progress is successful (granted).
    - Students must meet with Academic staff or Student Support staff prior to enrolling to complete a student intervention program. Once a student meets with Academic staff or Student Support staff and completes the intervention program, the Compliance team will enable student enrolment in the Student Information System. Students must meet all enrollment conditions before their study can continue. If students become eligible to continue before the enrollment period closes they may study, if not, student may only study in a subsequent trimester.
  - **Stage 3** students previously on Stage 2A or 2B and who fail 50% or more of the study load attempted in the enrolled trimester, and where a student is an international student previously on Stage 1, who failed 50% or more of their study load attempted in the enrolled trimester, and their expected course completion date has lapsed. Note: lapse date is as specified on the current course COE.
    - Students are asked to submit a Show Cause - Student Response Form. Students are blocked from enrolling for the incoming trimester. If a student Show Cause application is unsuccessful (denied), the student maybe excluded. The student has an opportunity to submit an appeal application to the Deakin College Appeals Committee.

### 2.1. Students At Risk of Unsatisfactory Academic Progress (Stage 1)

Students at risk of unsatisfactory academic progress are those, who for the first time, failed 50% or more of the study load undertaken in the enrolled trimester.

- On the day that academic results are formally released, notification of an intervention program will be sent by email to a students' 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.

## **2.2. Stage 2: Intervention Program**

- Students on Stage 1, 2A and 2B are identified as at risk and are required to attend a compulsory interview with Academic staff or Student Support staff to participate in an intervention program, if they have not previously done. Students 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.
  - Attendance requirements, 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 the intervention program and agreed by the student and Academic staff or Student Support staff, evidencing its occurrence and outcomes. Staff completing an intervention program will send a copy of the signed intervention program to the student's Deakin College email address.
- 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 are met.

## **2.3. Stage 2A: Review**

- Following the implementation of the intervention program, where a student has failed 50% or more of the study load attempted in a trimester for a second time, or failed to meet the conditions specified on their intervention program, the Academic Director will send the student a notice of enrolment condition.

- 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, students are required to continue with their Intervention Program and/or required to attend another interview with an Academic staff or Student Support staff and provided an opportunity to discuss their lack of academic progress and counselled in identifying its cause, whether academic or personal.

#### **2.4. Stage 3: Students who have not achieved Satisfactory Academic Progress (Condition)**

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

- failed 50% or more of the study load attempted in a trimester for the second time and have not completed their course by the expected completion date, as specified on their COE; or
- failed 50 % or more of the study load attempted in a trimester for a third time, or
- failed to meet the conditions as specified by their intervention program and their SEAP.

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

- failed 50% or more of the study load attempted in a trimester for the third time; or
- failed to meet conditions as specified by their intervention program.

#### **2.5. 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 (Stage 2) will be sent the *Show Cause for Unsatisfactory Academic Progress letter* and the *Show Cause- Student Response Form* by email to the student's Deakin College email address and personal email address.
- The student is given the opportunity to submit a supporting statement with evidence (if relevant) 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](mailto: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.

- An Academic Manager 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 is successful, the student will be on Stage 2B and be eligible to continue their enrolment however, enrolment conditions will 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 staff 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;
  - Where a student's Show Cause 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 written outcome is communicated to the student.
- 2.6.** 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.
- 2.7.** A student whose enrolment has been terminated under this policy will be excluded from Deakin College for 12 months following the outcome of any appeals.
- 2.8.** 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.
- 2.9.** An overseas student whose enrolment has been terminated 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**

<b>Identification</b>	Academic Progress Procedure
<b>Initial Issue Date</b>	8/08/2018
<b>Status</b>	Current
<b>Domain</b>	Learning and Teaching
<b>Effective Date</b>	29/09/2022
<b>Review Date</b>	1/12/2024
<b>Approval Authority</b>	Academic Board of Studies
<b>Implementation Officer</b>	Academic Manager(s), Campus Director (Jakarta)
<b>Enquiries Contact</b>	Joanne Williams