

## Policy Title

### Academic Progress Policy

#### Preamble

This Policy was approved by the Academic Board of Studies on 19 April, 2018 and supersedes the previously titled Satisfactory Course Progress Policy approved by the Academic Board of Studies on 17 October 2014.

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) 2015 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. This Policy is underpinned by the following 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 is educationally disadvantaged or underprepared for tertiary education and thus 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 provided the opportunity to appeal, internally through the Deakin College Appeals Committee the decision of the Board of Examiners;
  - 1.7. Students whose appeal to the Deakin College Appeals Committee is denied have the opportunity to submit an external appeal or complaint to an independent 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 on an Australian student visa, Deakin College is obliged to report to the relevant Australian Government higher education and immigration agencies but will not do this until all avenues of appeal, internal and external, 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 who access FEE-HELP will not be entitled to FEE-HELP assistance if the student has already undertaken four or more units and did not "Pass" at least fifty per cent (50%) of those units;
  - 1.13. Students are referred to the Student Portal for a copy of this policy.
- 2. Responsibilities**
- 2.1. The Academic Progress and Discipline Committee (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 Services staff and Student Support staff are responsible for counselling and supporting students at risk of not achieving satisfactory academic progress;
  - 2.3. Academic Services staff include but are not limited to the:
    - Academic Coordinators;
    - Academic Manager(s) and;
    - Student Learning Advisers
  - 2.4. Student Services staff include but are not limited to the:
    - Student Counsellors;
    - Student and Academic Services Manager;
    - Campus Manager Geelong Campuses and;
    - Campus Director Deakin College Jakarta;
- 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 he or she fails to obtain a 'Pass' mark or higher in fifty per cent (50%) or more of the study load for which he or she is enrolled.

- 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 to obtain a final grade of 'Pass' or higher in 50 per cent or more of the study load undertaken in a preceding trimester;
- 4.2. Students who are deemed at the point of entry to Deakin College to be at a higher potential risk of poor academic progress (identified by the Admissions team upon review of a number of entry criteria) are added to the Students At Risk register at the commencement of their course and are directed during orientation week to support resources including skills workshops.
- 4.3. Students at risk of poor academic progress due to late enrolment may be subject to a 75% course load to mitigate this risk.
- 4.4. A sweep of data in the middle of each trimester identifies students who are at risk of poor academic progress. These students, along with students identified as described in 4.2, are contacted at this point in the trimester and directed to support services and appointments. Their progress is then reviewed again at the end of the trimester and further action taken where appropriate.
- 4.5. Where the end of trimester progress review takes place as described in 4.4, students 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.
- 4.6. 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;
- 4.7. Students identified as at risk are required to attend an interview with Academic Services 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;
- 4.8. 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 to obtain a final grade of 'Pass' or higher in 50 per cent (50%) or more of 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;
- 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 the Deakin College Appeals Committee.

## **8. Appeals**

- 8.1. Students may appeal the Board of Examiners' decision to exclude to the Deakin College Appeals Committee as per the Appeals Policy. The appeal must be made by submitting

a Deakin College Appeals Form 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. See also <i>Deakin College Appeals Committee</i> .
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 Committee	The final appeals body at Deakin College that considers appeals from students against any decision by Deakin College or Deakin College Jakarta Campus of an academic or non-academic nature.

Domestic Student	<p>Defined as an Australian or New Zealand citizen or holder of a permanent residency visa, including a humanitarian visa.</p> <p>For students at the Deakin College Jakarta Campus, this is defined as a citizen or permanent resident of Indonesia.</p>
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	<p>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.</p> <p>The National Code 2018 provides nationally consistent standards and procedures for providers who deliver educational services to overseas students.</p>
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 25 credit points however, in the Diploma of Engineering there are units which may be worth 50 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 and Indonesian public holidays and weekends.

### Status and Details

<b>Status</b>	Current
<b>Domain</b>	Learning and Teaching
<b>Effective date</b>	19/04/2018
<b>Review date</b>	30/04/2021
<b>Approval Authority</b>	Academic Board of Studies
<b>Implementation Officer</b>	Academic Manager (Burwood, Waterfront, Waurn Ponds), Campus Director (Jakarta)
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