

ACADEMIC AND COURSE PROGRESS POLICY

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Related Documents	General Regulations; Teaching and Assessment Plan; Academic Management Plan; Assessment Policy; Award of Grades Policy; Credit Arrangements and Recognition of Prior Learning Policy; Student Grievance and Appeals Policy; Board of Examiners Terms of Reference; Academic Review Committee Terms of Reference; Appeals Committee Terms of Reference
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1. Purpose

APIC acknowledges and recognises that the early identification and support of students at risk of not making satisfactory progress provides them with the best chance of achieving success. APIC provides support systems, resources and choices available to assist students at risk of not achieving, or who have not achieved, an academic status of Good Standing.

This policy describes the management of student academic progress and appeals. The objectives of this policy are to define the requirements and definitions used in determining satisfactory progress by:

- identifying the requirements for maintaining an academic status of Good Standing;
- identifying how early identification and intervention will be achieved for students at risk of not achieving and maintaining an academic status of Good Standing;
- describing the circumstances which will result in a student having an academic status of Conditional Academic Standing and the requirements to be fulfilled to return to an academic status of Good Standing;
- describing the circumstances which will result in a student having an academic status of Unsatisfactory Academic Progress and the requirements to be fulfilled to return to an academic status of Good Standing;
- identifying the consequences for a student of not returning to an academic status of Good Standing; and
- identifying the criteria for a student to appeal against Conditions imposed on their enrolment, or a declaration of Probation, Suspension or Exclusion.

2. Scope

This policy applies to all staff and enrolled students participating in coursework units in all courses of study at APIC. This document should be read in conjunction with other related policies (see Related Documents).

3. Definitions

Item	Definition
<i>Academic status</i>	Identifies a student's standing in regard to whether progress in their course is satisfactory or not.
<i>At-Risk</i>	Identifies a student whose behaviour and/or academic performance places them at risk of not achieving or maintaining an academic status of <i>Good Standing</i> .
<i>Condition(s)</i>	Mandatory requirements for continuing enrolment imposed by the Academic Review Committee on a student identified as having achieved an academic status of <i>Unsatisfactory Academic Progress</i> .
<i>Conditional Academic Standing</i>	Refers to the academic status of a student identified as having achieved a Fail (or equivalent) grade in one only of the units in which they were enrolled during a teaching semester.
<i>Exclusion</i>	Permanent cancellation of a student's enrolment in their course and the termination of their rights and privileges as a student of APIC, including their right to re-apply for admission.
<i>Good Standing</i>	Refers to the academic status of a student identified as having achieved a Pass grade or higher in all of the units in which they were enrolled during a teaching semester.
<i>Intervention</i>	A remedial strategy or plan of action imposed by the Academic Review Committee on a student identified as being <i>At-Risk</i> .

Item	Definition
<i>Probation</i>	Refers to the academic status of a continuing student previously declared as having an academic status of <i>Unsatisfactory Academic Progress</i> , and whose continued enrolment is subject to <i>Condition(s)</i> imposed by the Academic Review Committee.
<i>Suspension</i>	Temporary cancellation of a student's enrolment in their course and the withdrawal for a specified time of their rights and privileges as a student of APIC.
<i>Unsatisfactory Academic Progress</i>	Refers to the academic status of a student who is identified as having achieved a Fail (or equivalent) grade in two or more of the units in which they were enrolled during a teaching semester.

4. Principles of Academic and Course Progress

The following principles form the foundation for this policy and inform its design and implementation:

- all students are ultimately responsible for their own academic progress;
- timely (i.e. early and ongoing) monitoring of students' academic progress will be carried out to ensure that students having difficulties are quickly identified;
- appropriate information regarding students' status will be formally made available to students both during the teaching semester, and at the end of each teaching semester following the confirmation and release of results;
- all students will have access to clearly defined, equitable and fair processes for handling matters in relation to assessment and academic progress issues, including avenues of appeal against significant decisions; and
- appropriate learning and other support should be offered to all students, in particular those students identified as being at risk of not achieving and maintaining an academic status of Good Standing.

Asia Pacific International College uses the Criterion Referenced Assessment approach (refer [Assessment Policy](#)) to define objective criteria against which student performance is measured. Measuring student performance against the published criteria will ensure there remains consistency in maintaining assessment standards and managing academic progress across all courses in all teaching semesters and across all campuses.

Applying the above principles and the Criterion Referenced Assessment approach, students may be identified during the teaching semester as being 'At-Risk', and at the end of the teaching semester will have their academic status confirmed as being either 'Good Standing', 'Conditional Academic Standing', or 'Unsatisfactory Academic Progress'.

Student performance is monitored during each semester by the Academic Review Committee (refer Academic Review Committee Terms of Reference). An At-Risk student is one who, identified on the basis of their current behaviour and/or academic performance, is at risk of not achieving or maintaining an academic status of Good Standing, yet with appropriate intervention will still be able to achieve an academic status of Good Standing by the end of the teaching semester. (refer 6. At-Risk)

Students identified as having achieved a Pass grade, or higher (refer [Award of Grades Policy](#)) in all of the units of study in which they were enrolled during a teaching semester will be declared to have an academic status of Good Standing.

Students identified as having achieved a Fail or equivalent grade (refer [Award of Grades Policy](#)) in one only of the units of study in which they were enrolled during a teaching semester will be declared to have an academic status of Conditional Academic Standing. (refer 7. Conditional Academic Standing and Unsatisfactory Academic Progress)

Unsatisfactory Academic Progress is defined by a number of criteria (refer 7. Conditional Academic Standing and Unsatisfactory Academic Progress) including achieving a Fail or equivalent grade (refer [Award of Grades Policy](#)) in two or enrolled units of study in a single teaching semester.

A student will be notified in writing if they fail to achieve satisfactory academic progress.

5. Student Responsibilities in Regard to Academic and Course Progress

All students are ultimately responsible for their own academic progress and as such are expected to complete their studies (i.e. achieve all prescribed requirements to qualify for award of their qualification) within the maximum time to completion.

For full-time students in a three-year course the maximum time to completion is six years, and for full-time students in a two-year course the maximum time to completion is four years.

All onshore international students are expected to maintain an enrolment load that will allow them to complete their course within the normal full-time course duration specified in the Confirmation of Enrolment issued with their visa. Normally this requires enrolment in four units of study per semester at the undergraduate level and enrolment in three units of study per semester at the postgraduate level.

Completing within the normal full-time course duration is a specific condition of holding an international student visa in Australia. APIC has a legal obligation to notify the Australian government Department of Immigration and Border Protection of onshore international students who have made unsatisfactory academic progress, which may result in the cancellation of their student visa. (refer 9. Continued Unsatisfactory Academic Progress)

With direct reference to APIC's Academic Integrity Policy, students will permit to having their progress reviewed with due respect to any breaches of academic integrity.

6. At-Risk

The early identification of students at risk of not achieving and maintaining an academic status of Good Standing allows for strategies to be put in place to assist and support students to improve their academic performance.

All units at APIC will include a low-risk early assessment task scheduled no later than Week 3 of the teaching semester to support the early identification of At-Risk students and to provide students timely and constructive feedback. (refer [Assessment Policy](#))

Indicators monitored at APIC that a student may be At-Risk include and are not limited to:

- non-attendance at classes;
- not submitting or achieving a Fail mark in the low-risk early assessment task in a unit(s) of study;
- having previously achieved a Fail final grade in a unit(s) of study;
- not responding to College emails; and
- not logging into or subsequently not engaging with the OLS.

In addition to formal procedure, a staff member may identify that a student is showing early indications of being At-Risk at any time during the teaching semester. Strategies to support identified At-Risk students can likewise be enacted at any time during the teaching semester.

6.1. Interventions

An Intervention is any remedial strategy or plan of action imposed by the Academic Review Committee during a teaching semester on a student identified as being at risk of not achieving or maintaining an academic status of Good Standing.

A staff member can recommend any reasonable advice or intervention to assist students' progress. Such advice or intervention may include recommending students:

- seek additional pastoral, academic learning, and/or English language support;
- attend an academic counselling session with the relevant Director of Studies to discuss and agree a study plan;
- reduce their course load;
- apply to transfer to a different course at the College; or
- in special circumstances, lodge an application for Special Consideration. (refer [Assessment Policy](#))

Any student who is recommended to reduce their course load after the census date for the teaching semester, must also be notified that they may not be eligible for a fee refund for that unit of study. Conditional on the circumstances prompting recommendation of a reduced study load, the student may be awarded a grade of W - Withdrawn (without academic penalty). (refer [Award of Grades Policy](#))

Any student who is recommended to apply to transfer to a different course at the College, must also be notified that any such application can only be made at the end of the teaching semester.

All assistance strategies and interventions must be fully documented and recorded on the Student Management System.

7. Conditional Academic Standing and Unsatisfactory Academic Progress

A student is declared by the Board of Examiners as having an academic status of Conditional Academic Progress if they achieved a Fail or equivalent grade in one only of the units of study in which they were enrolled during the teaching semester.

A student is declared by the Board of Examiners to have an academic standing of Unsatisfactory Academic Progress if they:

- have failed the same unit(s) of study for a second time in succession;
- have failed 50% or more of the units of study in which they are enrolled for that teaching semester;
- have failed to meet Conditions previously specified by an Academic Review Committee; or
- will not complete the course within the maximum time to completion for domestic students, or the normal time to completion for onshore international students. (refer 5. Student Responsibilities in Regard to Academic Progress)

7.1. Conditions

A Condition is a mandatory requirement for continuing enrolment in a course that is imposed by the Academic Review Committee at the end of a teaching semester on a student declared by the Board of Examiners as having an academic status of Conditional Academic Standing or Unsatisfactory Academic Progress. (refer Academic Review Committee Terms of Reference)

Students declared as having an academic status of Conditional Academic Progress will be subject to the following Conditions on their enrolment in the following teaching semester:

- re-enrolment in the failed unit of study; and
- attendance at an academic counselling session with the relevant Director of Studies to discuss and agree a study plan for the failed unit of study.

Students declared as having an academic status of Unsatisfactory Academic Progress will be subject to one or more of the following Conditions on their enrolment in the following teaching semester. These Conditions may include, and are not limited to:

- attending additional pastoral, academic learning, and/or English language support sessions;
- re-enrolment in one or more of the failed units of study;
- attendance at an academic counselling session with the relevant Director of Studies to discuss and agree a study plan for the failed units of study; and
- reducing their course load.

Students declared as having an academic status of Unsatisfactory Academic Progress who have failed the same unit of study twice in successive teaching semesters will not be permitted to enrol in that unit or any equivalent unit for a period of one teaching semester, provided that all the provisions of the Education Services for Overseas Students Act 2000 (Cth) are met.

Recognition of Prior Learning will not be granted for any cross-institutional studies undertaken whilst a student enrolled at the College has an academic status of Unsatisfactory Academic Progress. (refer [Recognition of Prior Learning Policy](#))

Students will maintain an academic status of Conditional Academic Progress or Unsatisfactory Academic Progress, as declared, for the duration of the Condition(s) – normally one teaching semester.

8. Return to Good Academic Standing

Students whose enrolment is subject to Conditions imposed by the Academic Review Committee and with an academic status of Conditional Academic Progress or Unsatisfactory Academic Progress, as declared, are expected to make satisfactory progress in light of the Conditions imposed and will be monitored and supported accordingly by the appropriate academic team. (refer Academic Review Committee Terms of Reference)

Students whose enrolment is subject to Conditions imposed by the Academic Review Committee and who achieve a Pass grade, or higher (refer [Award of Grades Policy](#)) in all of the units of study in which they were enrolled during the teaching semester will be declared to have returned to an academic status of Good Standing and the end of the teaching semester.

Conditions imposed by the Academic Review Committee may be lifted prior to the end of the teaching semester under appeal by approval of the Dean, thereby immediately returning the student to an academic status of Good Standing. (refer Appeals Committee Terms of Reference)

Where it is evident that an onshore international student will not complete their course within the expected duration, as specified on their Confirmation of Enrolment, either:

- as the result of failure to achieve a Pass grade; or
- as the result of Conditions imposed by the Academic Review Committee due to unsatisfactory course progress

the student may apply to the Student Learning Support Officer at their campus to extend the duration of their study on Condition that demonstrated progress has been made towards returning to an academic status of 'Good Standing'. The decision to extend duration of study remains ultimately with the Australian government Department of Immigration and Border Protection.

9. Continued Unsatisfactory Academic Progress

Where a student has been identified as having achieved an academic status of Unsatisfactory Academic Progress for a second time, and the Academic Review Committee considers it appropriate to do so, they may choose to declare the student to have an academic status of 'Probation', with further specified Conditions including and not limited to those specified in 7.1 Conditions above.

Where a student has been referred to the Academic Review Committee on more than one occasion, and has failed to meet Conditions previously imposed and will not complete their studies in the maximum time to completion, the Academic Review Committee may recommend the Suspension of enrolment or (if all possible interventions have been exhausted) recommend the Exclusion of the student.

Any determination involving the alteration of an onshore international student's enrolment status as a consequence of failing to make satisfactory course progress must be compliant with the requirements of the ESOS Act and the National Code.

All decisions and subsequent actions on academic progress with respect to onshore international students must be undertaken ensuring adherence to reporting and other requirements under the National Code and the Australian government Department of Immigration and Border Protection.

Exclusion of a student is a decision of last resort and is only considered if the student's progress has been consistently unsatisfactory. In cases where the Academic Review Committee recommends the Suspension or Exclusion of an onshore international student's enrolment, the student will be notified in writing of APIC's intention to report them to Australian government Department of Immigration and Border Protection for unsatisfactory course progress, and provided with information about the process to appeal against the Academic Review Committee recommendation. (refer 10. Appeals Against Conditions, Probation, Suspension or Exclusion)

10. Appeals Against Conditions, Probation, Suspension or Exclusion

Students may appeal a recommendation of the Academic Review Committee to impose Conditions on their enrolment or to declare them as having an academic standing of Probation, or the Suspension or Exclusion of their enrolment. (refer [Academic Review Committee Terms of Reference](#))

Appeals against any recommendation of the Academic Review Committee will be made to the Dean no later than ten working days following the date of the formal notification to the student of the Academic Review Committee's recommendation.

Grounds for appeal against any recommendation of the Academic Review Committee are limited to due regard not being paid to an approved application for Special Consideration. (refer [Assessment Policy](#))

International students subject to a recommendation of Suspension or Exclusion by the Academic Review Committee who have not lodged an appeal under this policy within a period of 20 working days following the date of the formal notification to the student of the Academic Review Committee's recommendation can be reported to the Australian government Department of Immigration and Border Protection for not making satisfactory course progress, which may the student's visa status.

The Dean will make determinations on appeals against any recommendation of the Academic Review Committee as soon as practicable and will endeavour to resolve all appeals prior to the close of enrolments for the following teaching semester.

If the student is satisfied that their appeal has been resolved they must confirm their agreement directly in writing with the Dean within ten working days of receipt of the resolution.

If the student is not satisfied that their appeal has been resolved by the Dean, they may request the matter be referred to the President for resolution. If their appeal remains unresolved following consideration by the President, the student may request review through an external independent mediator. (refer [Student Grievance and Appeals Policy](#))

If the appeal is resolved prior to the close of enrolments for the following teaching semester and is upheld, the student will be returned to an academic status of Good Standing and will be permitted to enrol in units as normal.

If the appeal is resolved prior to the close of enrolments for the following teaching semester and is dismissed, the student will continue to be subject to all imposed Conditions and academic standing (Conditional Academic Progress, Unsatisfactory Academic Progress, Probation, Suspension, or Exclusion) as declared.

A student whose appeal is not resolved before the start of the next teaching semester will be permitted to enrol in units, pending the outcome of the appeal.

If the appeal is resolved after the census date for the following teaching semester and is upheld, the student will be returned to an academic status of Good Standing and will be permitted to continue studies as normal.

If the appeal is resolved after the census date for the following teaching semester and is dismissed, the student will return to be subject to all imposed Conditions and academic standing (Conditional Academic Progress, Unsatisfactory Academic Progress, Probation, Suspension, or Exclusion) as declared.

The student will not be penalised academically for any enrolled units that they must subsequently withdraw from as an outcome of an unsuccessful appeal resolved after the census date for the following teaching semester. The student will be awarded a grade of W - Withdrawn (without academic penalty) for any such withdrawn units. (refer [Award of Grades Policy](#))

All appeals against any recommendation of the Academic Review Committee outcomes must be fully documented and recorded on the Student Management System and the Student Grievances Register.

11. Policy Suspensions

These Guidelines supersede the following:

Document ID	Approval Date
Asia Pacific International College General Regulations Section 6. Assessment, clauses: 6.10 Multiple Failure Section 10. Academic Progression, clauses: 10.1 Academic Progression Categories 10.2 Unsatisfactory Progress Section 11. Code of Conduct and Discipline 11.9 Appeals Against Suspension and or Exclusion	27 April, 2016

Academic Progression Procedure 2014	3 December, 2013
Monitoring and Intervention Strategy Policy and Procedure	3 March, 2015

12. Document Change Control

Version	Change Description	Date	Author
1.4	New title "Academic and Course Progress Policy"	20 June, 2017	Craig Ellis
1.5	Minor changes to improve clarity Section 10. administrative amendments to improve clarity around escalation of appeals.	21 July, 2017	Craig Ellis