

## COURSE PROGRESSION POLICY

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Document Owner	Dean		
Responsible Officer	Registrar		
Review Date	June 2020		
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code); and the Higher Education Support Act 2003 (Cth)		
Related Documents	Governing Board Charter; APIC Academic Governance Charter Academic Board Charter; Academic Integrity Policy; Assessment Policy; Student Non-Academic Misconduct Policy.		
<b>Version</b>	<b>Change Description</b>	<b>Approved</b>	<b>Effective Date</b>
1.5	Administrative amendments to improve clarity around escalation of appeals	21 July, 2017	
2.0	Updated to ensure alignment with National Code 2018 updates	Academic Board 14 June 2018	22 June 2018

### 1. Purpose

Asia Pacific International College (the College) monitors student progression to provide timely intervention and appropriate support, and to ensure that students do not incur unnecessary debt.

For International students studying on a Student Visa, monitoring course progression also assists those students in completing their course within the terms of their Confirmation of Enrolment (COE) and complying with their Student Visa requirements.

The policy defines unsatisfactory course progression, specifies the way in which the College will intervene to support students not satisfactorily progressing through their course, and makes clear the consequences for making unsatisfactory course progression.

### 2. Scope

This Policy applies to all students enrolled in courses of study at the College.

### 3. Definitions

Item	Definition
<i>At risk</i>	Identifies a student whose academic performance places them at risk of unsatisfactory course progression.
<i>Exclusion</i>	Discontinuation of a student's enrolment at the College due to identification as making unsatisfactory course progression under this policy. The exclusion status for course progression has a duration of two years (24 months). During exclusion the student will not be permitted to undertake any study at the College.  Student studying on a student visa will be reported to the Department of Home Affairs through PRISMS. This may affect the student's visa.
<i>Satisfactory</i>	The default status of students progressing normally through their course.
<i>Intervention</i>	A remedial strategy or plan of action imposed by the Academic Review Committee on a student identified under this policy.
<i>Academic caution</i>	The first stage of identification under this policy.
<i>Unsatisfactory</i>	The status of students identified under this policy as not progressing satisfactorily through their course.

### 4. Principles

The following principles inform the design and implementation of the policy:

#### **Duty of care toward the student**

Providing appropriate, timely and proactive support for students to help them achieve course outcomes and their academic goals.

Ensuring that student fees for the enrolled course are kept to a minimum.

Ensuring the student completes their course within the terms of their COE or if necessary extending their COE to enable intervention to support them.

#### **Timeliness**

Course progression is monitored on a study period basis upon approval of grades by the Board of Examiners. The Registrar's Office ensures that decisions and processes concerning course progression are completed in time for students to take appropriate action before census for the following trimester.

#### **Record-keeping and access to records**

A Course Progression Register is kept by the Registrar's Office and is updated at appropriate times during the academic year. Records will be kept strictly confidential and in accordance with the APIC Privacy Policy.

### Identification based on academic results

Students are identified under this Policy solely based on academic results.

## 5. Course progression

To remain enrolled at the College students are required to maintain satisfactory course progression or participate in the College’s intervention strategy.

Students who are identified as meeting the definitions of *academic caution* or *at-risk* must adhere to the intervention strategy specified for them by the Academic Review Committee.

Students who are identified as making unsatisfactory course progression will be given the opportunity to show cause as to why they should continue their enrolment. Show cause applications must be received by the College within twenty (20) working days of notification to the student.

International students studying on a student visa will be given written notice of the College’s intention to report the student for unsatisfactory course progression to the Department of Home Affairs through PRISMS. These students can access the College’s Student Grievance and Appeals Policy to appeal within twenty (20) working days. If the international student identified as making unsatisfactory course progression chooses not to appeal or if the appeal is unsuccessful the College will report the student and the student’s enrolment will be discontinued.

The enrolment of students who make unsatisfactory course progression will be discontinued and students will be excluded from studying at the College for a period of two (2) years (24 months).

## 6. Course progression statuses

There are four course progression statuses at the College:

- *Satisfactory*
- *Academic caution*
- *At-risk*
- *Unsatisfactory*

<b>Status</b>	
<i>Satisfactory</i>	A student who passes most of all units attempted.
<i>Academic caution</i>	A student who had a status of <i>Satisfactory</i> but failed 50% or more of enrolled units in a study period based on a full-time load. The student must take part in an intervention strategy
<i>At risk</i>	A student who had a status of <i>Academic caution</i> and failed 50% or more of enrolled units in a study period based on a full-time load  <b>and/or</b>  Failed the same unit two times

<i>Unsatisfactory</i>	<p>A student who had a status of <i>at risk</i> and failed 50% or more of enrolled units in a study period based on a full-time load</p> <p><b>and/or</b> failed the same unit three times</p> <p><b>and/or</b> is not able to complete their course within the terms of their COE and have not participated in the College’s Intervention strategy</p> <p><b>and/or</b> The student fails all units in their first study period under a full-time load.</p>
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Student performance is monitored by the Board of Examiners and the Registrar’s Office when results are approved for each study period.

If identified under this Policy, the student normally moves sequentially through these statuses.

**Satisfactory**

A student is progressing through their course at a satisfactory rate which normally means passing the majority of enrolled units.

Please note: for international students studying on a student visa, satisfactory progression also means maintaining a pass rate that enables the completion of the course within the terms of their COE.

**Academic caution**

This status applies to students who were progressing satisfactorily but who fail 50% or more of enrolled units in a study period on a full-time study load.

A student identified as having a course progression status of *academic caution* must participate in an intervention strategy as prescribed by the Academic Review Committee.

International students studying on a student visa who participate in an intervention strategy may have their COE extended if necessary. However, there may be limits to the extension of the COE.

**At-risk**

The course progression status of *at-risk* means that the student has been identified as being *at-risk* of making unsatisfactory course progression and, therefore, are *at-risk* of exclusion from the College. The *at-risk* course progression status applies to a student who was under *academic caution* and continues to fail 50% or more of their enrolled units in a study period based on a full-time load.

The status also normally applies to students who have failed the same unit two times.

A student who is *at-risk* must participate in the College’s intervention strategy as prescribed by the Academic Review Committee.

### **Unsatisfactory**

A student who has been identified as making unsatisfactory course progression and has continued to fail 50% or more of their enrolled units or have failed the same unit three times despite participating in the College's intervention strategy. These students will have normally been placed on *at-risk* status before being identified as making unsatisfactory course progression.

The enrolment of students who make unsatisfactory course progression will be discontinued and students will be excluded from studying at the College for a period of two (2) years/ (24 months). In addition, International students studying on a student visa who make unsatisfactory course progression will be reported to the Department of Home Affairs through PRISMS.

## **7. Show cause submissions and appeals**

The enrolment of students who are deemed to be making unsatisfactory course progression will be discontinued unless the student is able to show cause.

International students studying on a student visa who make unsatisfactory course progression will be reported to the Department of Home Affairs unless they successfully appeal using the College's Grievances and Appeals Policy.

### ***For domestic students***

If the student has been notified that they have made unsatisfactory course progression and that their enrolment will be discontinued, the student is able to make a *show cause* submission to the Registrar as to why the College should allow their enrolment to continue.

Show cause submissions must be submitted within twenty (20) working days of the date of notification to the student of the decision.

*Show cause* submissions should contain as much relevant information as possible to help the College reach a decision, including:

- any compassionate or compelling reasons for the student's previous performance, supported by documentary evidence,
- any remedial action undertaken since the student was advised of the academic caution or of being *at-risk* of unsatisfactory course progression, and
- how the student intends to improve their academic performance if permitted to continue their studies,
- students who submit a show cause application will be notified of the outcome within ten (10) working days.

### ***International students studying on a student visa***

If the student has been notified that they have made unsatisfactory course progression and that their enrolment will be discontinued and that the College intends to report the student, the student can appeal to

the Registrar using the Grievances and Appeals Policy as to why the College should allow their enrolment to continue and for the student not to be reported to the Department of Home Affairs and to the Department of Education and Training through the Provider Registration and International Student Management System (PRISMS).

Appeal submissions must be submitted within twenty (20) working days of the date of the intention to report notification.

Appeal submissions should contain as much relevant information as possible to help the College reach a decision, including:

- any compassionate or compelling reasons for the student's previous performance, supported by documentary evidence,
- any remedial action undertaken since the student was advised of the academic caution or of being *at risk* of unsatisfactory course progression, and
- how the student intends to improve their academic performance if permitted to continue their studies.

Students who submit an appeal application will be notified of the outcome within ten (10) working days.

## 8. Interventions

An Intervention is any remedial strategy or plan of action imposed by the Academic Review Committee during a teaching study period on a student identified as having the course progression status of *academic caution* or *at-risk*.

Intervention may include:

- additional pastoral, and/or student learning, and/or English language support
- counselling session(s)
- academic consultation session/s with the relevant academic staff to discuss and agree on a study plan
- a temporary reduction in study load or paid or unpaid work load
- consideration of the transfer to a different course at the College, or
- in special circumstances, applying for Special Consideration.

All intervention is fully documented and recorded in the APIC Student Management System.