

POLICY DOCUMENT

ACADEMIC PROGRESSION POLICY AND PROCEDURE

1 Purpose and Scope

This policy outlines the basic principles governing student progression through an enrolled course at the College.

Scope:

- All accredited courses
- All students
- Student Services staff
- All Academic staff

2 Policy Statement

2.1 Student Progression

In order to undertake a course, a student must correctly enrol in that course. The student's progression through to graduation will then be dependent upon the student re-enrolling in the correct sequence of subjects and successful completion of all relevant subjects as listed in the course structure.

Because most courses have defined underpinning knowledge, it is important that subjects be taken in the correct sequence per year and that the student enrolls into the subjects nominated in the course structures per study period. As a general rule, students are expected to complete all subjects in the current year before proceeding to enrol in the next year of study, although subjects where a student has failed may be carried over.

Part-time students (see Definitions) are responsible for maintaining appropriate progression throughout the course to ensure they complete their course within the maximum length of enrolment specified in this policy. This may require them to enrol in final subjects from one year concurrent with subjects from the next year to aid in their progression if appropriate prerequisites are met. Part time students should consult with the relevant Head of Department if course timetabling is limiting their progression.

Full time study at the College is defined as 75 – 100% study load.

The Dean and Operations Director (D/OD) may approve a study load over the full-time load (an overload) in cases where a student can demonstrate sufficient aptitude to undertake the more demanding study load. The D/OD will take into account all the relevant information including the student's GPA, past performance in the preceding two semesters of study as well as the student's goals and aspirations. Students may not overload without the express permission of the D/OD.

At times it may be necessary for the College to set rules for courses that fall outside of the standard course progression requirements outlined in this policy. In those instances, the rules will be documented and advised to all relevant students. For instance, a course that is available for full-time enrolment only will require students to enrol in 100% of a full-time load (excepting if they have received advanced standing) or they will be identified as 'at risk'. Similarly, if the College decides to discontinue a course, students must adhere to the documented teach-out or transition plan or they will be identified as 'at risk' and may be excluded from the course.

In order to maintain appropriate student progression in all higher education courses, students will not be permitted to enrol in more than one (1) single higher education course at the College at any one time – no concurrent enrolment in higher education courses at the College will be permitted.

Students will not be able to enrol in clinical practicum subjects without a current First Aid certificate. In addition, a Working with Children (WWC) Check or its equivalent (i.e. Police Check) may be required by the College. Refer to the *Working with Children Checks Policy* to identify when the WWC Check is required and timeframes for submission to the College. It is the student's responsibility to maintain currency of their WWC Check for the duration of their studies.

Some course requirements may be considered satisfied by application for advanced standing. Advanced standing may be assessed on formal, non-formal and/or informal learning in accordance with the *Educational Pathways Policy*.

2.2 Maximum Length of Enrolment

To be eligible for an award, a student must successfully complete all specified requirements for the course they are enrolled in within a maximum number of calendar years, set as follows:

Printed versions of this document are not controlled. Please refer to the ACPE website for the latest version.

- 4 year qualification; award provided up to 10 years from initial enrolment
- 3.5 year qualification; award provided up to 9 years from initial enrolment
- 3 year qualification; award provided up to 7.5 years from initial enrolment
- 2 year qualification; award provided up to 5 years from initial enrolment
- 1 year qualification; award provided up to 2.5 years from initial enrolment

Please note that Course Structures may change during this time and students will need to transition into the revised course structure without disadvantage (see Definitions).

Transition of courses will not, in general, alter the maximum amount of time that the student has to complete the course from the time of initial enrolment. However, in instances where a course has been discontinued, if a student wishes to complete their qualification, the maximum amount of time may be shortened and the student will be provided with a teach-out plan.

If a student fails a subject, they will be automatically ineligible for advanced standing for that same subject via Educational Pathways until such time that the student can provide appropriate evidence that they have gained the required knowledge and skills to justify subsequent advanced standing.

If a student fails at the end of a teaching period, they must repeat the subject within the next Semester, within the next two Trimesters, or within the next two online intakes. This means that students enrol in one fewer “new” subjects in order to “carry over” the subject they need to repeat from the previous teaching period. This is to ensure a proper sequence of subjects and pre-requisites. Sometimes subjects are not always available in all teaching periods or their scheduling is difficult for part time students. If this is the case, the student must take the repeated subjects as soon as possible (in the very next teaching period that the subject is offered). This must be arranged via consultation with the relevant Head of Department.

At the end of an academic year, a student who has poor academic performance with failure to progress in their subjects of study may be excluded from further study or restricted in the amount of study they can undertake.

A student excluded from study under this clause has the right of appeal as per the *Grievances, Complaints and Appeals Policy*.

2.3 Extension of Candidature

Students who are unable to complete their Program by their completion date may apply to extend their candidature within the duration of their Program. Applications for and extension
Printed versions of this document are not controlled. Please refer to the ACPE website for the latest version.

of candidature are normally granted only under exceptional circumstances. Extensions to the allowable period for course enrolment may be granted if the Academic Board is satisfied that mitigating circumstances prevented the student from completing the course within the maximum period. If approved, an individual enrolment plan would be applied to ensure that the student completes within the approved extension period.

2.4 Failure of Academic Progression

2.4.1 Poor Performance

Poor performance is defined as failure to pass 50% or more of enrolled subjects within one teaching period. If a student has been placed on a teach-out plan and fails to meet the progression requirements of that plan this is also considered poor performance.

Any student falling within the above categories may be “at risk” of non-progression and non-completion, although there are other conditions which determine the “at risk” status. Please refer to the *Intervention Strategy for Students At Risk*.

If a student demonstrates poor performance, the student may be excluded from study at the College for a maximum period of twelve (12) months.

2.4.2 Multiple Failures of Subjects

Multiple failure of a subject is defined as failing the same subject, or equivalent subject, on three (3) separate occasions.

Any student who fails the same subject or subject deemed equivalent by the College twice (2) may be “at risk” of non-progression and non-completion, although there are other conditions which determine the “at risk” status. Please refer to the *Intervention Strategy for Students At Risk*.

If failure of a single subject does occur on three (3) separate occasions the student may be excluded from study at the College for a maximum period of twelve (12) months.

2.4.3 Probational Enrolment

The College may offer to place students on probational enrolment in place of exclusion. This will occur on an annual basis, usually in December / January and may occur bi-annually in July if deemed necessary by the Dean and Operations Director. If offered, the student must:

- accept probational enrolment for a period of up to a maximum of twelve (12) months
- enrol for a reduced study load during the period of probational enrolment
- consult with Student Services and if required the relevant department head for assistance with study planning.

A student who passes less than 50% of the subjects attempted in the period of probational enrolment may be excluded from study at the College for a period of up to twelve (12) months. The student has the right of appeal as per the *Grievances, Complaints and Appeals Policy*.

A student placed on probational enrolment has also the right of appeal as per the *Grievances, Complaints and Appeals Policy*.

2.5 International Students - Intervention Strategies

International students are subject to a number of different Visa requirements and an intervention strategy may be required to assist with progression. International Students should refer to the *Course Duration and Progress Policy – International* for more information.

2.6 Support Strategies for Enabling Student Progression

2.6.1 The Student Services Team

The Student Services Team is able to provide advice and direction to students in relation to their academic progress. If a student is showing signs of not coping, absenteeism, continually arriving late or leaving early then the lecturer may refer them to Student Services who can provide advice and direction about accessing a professional counselling service, including the College's Student Assistance Program (SAP), or appropriate staff.

2.6.2 International Students

International students are entitled to the same services and support as domestic students. In addition, they are invited to a separate international students' orientation session to enable links to be formed with other students from similar backgrounds.

2.6.3 Study Skills

The College offers free online enabling modules to help support student learning in first year, although students from subsequent years may also access these modules. In addition, students have access to academic consultation in line with the *Student Consultation Policy*.

2.6.4 Referral for Tutoring Assistance

Some students who experience difficulty with study and/or who identify as having a learning difficulty may require additional assistance to successfully complete their subject/s. In such circumstances the lecturer will provide whatever assistance is

reasonable and equitable. If further in-depth assistance is required the student is referred to Student Services, from whom a list of tutors registered to provide such tutoring services can be obtained (these services will usually attract an additional fee, to be paid by the student). It is the student's responsibility to contact a tutor and negotiate a commercial rate etc. for tutoring. Lecturers should not provide private tutoring to students in their current class/es.

In some subjects (e.g. certain science-based subjects), free tutoring support classes are held on a regular basis.

2.6.5 Referral for Counselling Services

Some students who experience difficulty with study and/or who identify as having difficulty may require counselling support to successfully complete their subject/s. In such circumstances, the lecturer will provide whatever assistance is reasonable and equitable. If further support is required, the student is referred to Student Services.

The College has partnered with Access Programs to provide students with a voluntary and confidential counselling service, known as the Student Assistance Program (SAP). The Student Assistance Program can assist when personal, family or related issues are impacting on students' wellbeing or quality of life. Through access to qualified counsellors, students have the opportunity to identify problems and find ways of resolving them. This service is free of charge to students for up to three (3) sessions.

If personal counselling is required, the student can be referred to the SAP or relevant agency.

2.6.6 Language Literacy and Numeracy

Students who self-identify as having language, literacy or numeracy difficulties or who are identified by a staff member as having language, literacy or numeracy difficulties should be referred to the Student Learning and Support team. Students may be referred to external services for assistance in this area and in this case may be liable to pay additional fees if they take advantage of those services.

2.7 Right of Appeal

A student excluded from study under this policy has the right of appeal as per the *Grievances, Complaints and Appeals Policy*.

3 Definitions

- **Disadvantage** to a (transitioning) student means requiring the student to retake or be reassessed in an aspect of the course that the student has already studied and passed and/or being charged for this. If course curriculum has had additional subjects/topics added to it as a result of accreditation and in response to professional best practice guidelines then the student is required to undertake these additional subjects/topics and will be subsequently charged for them. This ensures that the student graduates with the best current educational and professional practice outcomes, allowing for registration with professional bodies and maximising career success.
- **Part time student** is a student whose regular pattern of attendance is less than the full time equivalent (FTE) study load; i.e. an FTE of less than 1. In order to ensure course progression, the FTE of a part time student must be a minimum of .5 for subjects attributed to a given semester of study (thus allowing for online study intakes).
- **Student/Learner** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

4 Related Documents

- Academic Board Rules for Awards by Coursework (ACPE)
 - Course Duration and Progress Policy - International
 - Educational Pathways Policy
 - Grievances, Complaints and Appeals Policy
 - Student Consultation Policy
 - Students At Risk Intervention Strategy
 - Working with Children Checks Policy
- Legislation:**
- Higher Education Standards Framework 2015
 - Tertiary Education Quality and Standards Agency Act 2011
 - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

5 Policy Administration

Policy Name & Code:			Academic Progression Policy and Procedure (POL-02)
Policy Owner:			Dean and Operations Director
Approval Authority:			Academic Board (ACPE)
Next Review:			September 2023
Approval Date	Effective Date	Version	Summary of changes
Mar 2017	Mar 2017	1	Document harmonised. Approved by Academic Board in March 2017.
Feb 2018	26 Feb 18	2	Content revised. Approved by Academic Board, effective 26 Feb 2018.
26 Jun 18	27 Jun 18	3	<ul style="list-style-type: none"> • Revision includes rebranding to apply to only ACPE, from former SGA harmonised Academic Progression - UG Policy of 2016. • References to other Study Group Australia colleges have been removed. • References to Director of Education have been replaced with Dean & Operations Director. • References to Executive Director replaced with Dean and Operations Director. • References to Director, Student Services & Retention replaced with Student Services and Learning Support Manager. • References to Course Convenors replaced with Head of Department. • Changes made to policy format: <ul style="list-style-type: none"> - Old logo with references to Study Group removed. - Document code, version and dates moved to Policy Administration Section. • Paragraphs numbered. • -'Further information section' with references to related policies moved to new 'Related Documents' section. It includes list of all related policies, procedures, and other documents. • -'Policy Administration' table reformatted. • -Numbering system updated. • - Footer updated to include document title, document number and document version.
04 Oct 18	05 Oct 18	4	<ul style="list-style-type: none"> • Revision to ensure content complies with relevant HES (1.3.2, 1.3.3, 1.3.5, 1.3.6). • Section 2.3 <i>Extension of Candidature</i> added.

* Unless otherwise indicated, this policy will still apply beyond the review date.