



Academic Progress (for Coursework Students) Procedure

Authority Source: Academic Board

Approval Date: 25/01/2018

Publication Date: 07/02/2018

Review Date: 25/01/2021

Effective Date: 25/01/2018

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Accessibility: Public

Status: Published

In developing this procedure the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

1. PURPOSE:

1.1. The Academic Progress (for Coursework Students) Procedure aims to ensure that the University will:

- a. Identify students who are experiencing difficulties in their studies and not maintaining satisfactory academic progress, and are at risk of suspension;
- b. Provide timely and constructive feedback to students at risk of suspension enabling them to take action to improve their academic performance; and
- c. Suspend from further study in their course, students whose performance continues to be below the standard considered appropriate by the University.

1.2. This procedure sets out the specific progression requirements to be considered, the progression review periods and the procedure for all stages of the process for implementing the University of Canberra (Academic Progress) Rules 2017 for any coursework students who are not maintaining satisfactory academic progress.

2. SCOPE:

2.1. This procedure applies to the academic progress of students of the University of Canberra who are enrolled in coursework programs at undergraduate and postgraduate level, whether the course of study is delivered onshore, offshore, or flexibly through other means.

2.2. This procedure does not apply to candidates enrolled in HDR courses at the University of Canberra or to the staff involved in HDR supervision and management at the University (refer *Higher Degree by Research Progress and Milestones Policy*).

2.3. Instances of unethical behaviour and student conduct matters are not covered by these procedures and should be dealt with under the Student Conduct Rules 2017.

2.4. International students on student visas are subject to specific conditions. In particular, they are

required to complete their course of study within the expected duration as specified on their confirmation of enrolment (CoE). These procedures should be read and applied in a manner that assists students to meet the conditions of their visa.

2.5. In addition to the processes set out in the University of Canberra (Academic Progress) Rules 2017 and these Procedures, International Students must also be provided with any additional support measures as required by the ESOS Act.

2.6. Where a student is not meeting Inherent Requirements, Faculties will manage the progress conditions for that student.

3. PROCEDURE:

3.1. Progress Requirements

3.1.1. Students will be deemed as not making satisfactory academic progress if they:

- a. Fail more than 50 per cent of the total credit points attempted for a course in a given progression review period; and/or
- b. Fail the same unit, or equivalent unit, for at least the second time; and/or
- c. Fail to meet either the approved Course Requirements or an approved course variation; and/or
- d. Fail to meet course specific progression requirements defined in Schedule 1 of this document, approved by Academic Board.

3.1.2. A student who is identified under criterion 3.1.1.(a) will be placed on Credit Point Probation Conditions for the relevant course in the upcoming progression review period with the condition that they must pass at least 50 per cent of their enrolled credit points for the relevant course.

3.1.3. The first time a student would meet the criteria leading to Credit Point Probation Conditions, the student should be sent a Credit Point Probation Warning in accordance with the Academic Progress Intervention Strategy (section 3.4).

3.1.4. A student who is identified under criterion 3.1.1.(b) will be placed on a Unit Probation Condition that they must not fail the same unit or units, (or equivalent units), in a specified period again.

3.1.5. A student who is identified under criterion 3.1.1.(c) will be placed on a Course Requirement Probation Condition that for the duration of their course they must meet either the approved Course Requirements or an approved course variation provided by the Program director.

3.1.6. A student who is identified under criterion 3.1.1.(d) will be placed on Course Progression Requirement Probation Conditions as defined in Schedule 1 for the relevant course.

3.1.7. A student may be subject to multiple probation conditions as appropriate. Probation conditions, when applied to a student enrolled in a combined course, will apply equally to both components of the course.

3.1.8. Failure to meet conditions of probation will usually result in the imposition of suspension from their course of study in accordance with Rules 10 and 11.

3.1.9. The maximum period of suspension is 12 months, which will be the typical period of suspension under this procedure. When the period of suspension has elapsed, a student may seek readmission to that course using the standard application procedures.

3.1.10. A student suspended from a course of study may choose to graduate with a lower level award if they have met the requirements for that award, where such an award exists.

3.2. **Enrolment Amendments and Appeals to Unit Results**

3.2.1. Late withdrawals without penalty may be granted to students who encounter unavoidable and unexpected extenuating circumstances that impede their successful completion of a unit where the circumstances occur, or are exacerbated, after the deadline to withdraw from a unit without failure. The Delegated Authority in accordance with the Higher Education Support Act (HESA) guidelines informs decisions on late withdrawal from units without penalty.

3.2.2. Any appeals relating to specific unit results should be handled via the Student Grievance Resolution Policy.

3.2.3. At any time, a student may request to be reassessed against progression requirements if any grades are changed (either as a result of the process outlined in paragraph 3.2.1, the result of a student grievance in relation to a unit result, or other outcome leading to a change in their results).

3.3. **Progression Review Periods**

3.3.1. Progression Review Periods at the University of Canberra will be set on a biannual basis, to coincide with the deferred exam periods held in February and August.

3.3.2. Any enrolment in the teaching periods that ended during the previous Progression Review Period will be included. For example, Semester 1 and Period 1-3 will be included in the August Review, and Semester 2, Winter and Period 4-6 will be included in the February review.

3.3.3. At the end of each progression review period, an Academic Progress Officer will review the results of all students and identify those students who may be placed on one or more academic probation.

3.3.4. Also at the end of each progression review period, an Academic Progress Officer will review the results of all students who are currently under one or more academic probation and identify those students who have failed to meet the conditions of their academic probation and as a result may be considered for possible suspension.

3.3.5. Student academic performance may also be assessed at other times. In such situations an Academic Progress Officer may impose conditions or consider students for possible suspension. Examples of when this would be appropriate are:

- a. To take into account late grades that had not been finalised within the progression review timelines; and
- b. To take into account teaching periods that straddle a progression review period.

3.4. **Academic Progress Intervention Strategy**

3.4.1. Students who fail a unit are identified as at risk of not achieving satisfactory academic progress. In accordance with the University's responsibility to all students and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018* (the National Code 2018) under the *Educational Services for Overseas Students Act 2000*, an intervention strategy will be activated for all such students, providing them with information on learning support options and details on the University of Canberra (Academic Progress) Rules 2017.

3.4.2. For information on support for students during enrolment in a unit, please refer to the University of Canberra Early Intervention and Student Support Policy.

3.4.3. The academic progress intervention strategy will be comprised of two forms of notification:

- a. A Support Notification, sent at any point a fail grade is loaded.
 - b. A Credit Point Warning, sent at the first point a student would meet the requirements to be placed on Credit Point Conditions during their enrolment at the University of Canberra, replacing the conditions themselves.
- 3.4.4. A Support Notification must:
- a. sent to the University of Canberra email address for the student; and
 - b. set out information on support services available to University of Canberra students; and
 - c. provide information on where to find the University of Canberra (Academic Progress) Rules 2017 and the Academic Progress Requirements for their course;
 - d. provide any relevant cohort specific information, for example providing additional information for International Students on the University ESOS requirements.
- 3.4.5. There should be a delay implemented between the release of a result and the Support Notification being sent, to allow the student time to discover the result and appeal it if they wish, or allow time for a deferred exam to be approved. The recommended delay is two weeks from the release of a fail grade.
- 3.4.6. Where the student has failed the same unit (or equivalent) more than once, this Support Notification will also serve as the Unit Conditions notification (see 3.6 below), outlining that failing the same unit (or equivalent) any further times may lead to possible suspension at the next Progression Review Period. All the requirements of the Unit Conditions notification (see 3.6.4 below) must be met in the content of the Support Notification.
- 3.4.7. The first time during their enrolment at the University of Canberra where a student would meet the criteria for Credit Point Probation Conditions under 3.1.1.(a), a Credit Point Probation Warning will be issued.
- 3.4.8. A Credit Point Probation Warning should follow all the same requirements as a Support Notification listed in 3.4.4.
- 3.4.9. Students are only permitted one Credit Point Probation Warning regardless of the course of study and students should be advised of this in the notification.

3.5. Credit Point Probation Conditions

- 3.5.1. Under 3.1.2, a Credit Point Probation Condition is a form of Academic Probation for students who have failed more than 50% of credit points in a course attempted in the progression review period in their current course of study.
- 3.5.2. If it is the first time during their enrolment at the University that a student qualifies for a Credit Point Condition, they should be sent a Credit Point Probation Warning (see Academic Progress Intervention Strategy above).
- 3.5.3. This notice must:
- a. sent to the University of Canberra email address for the student; and
 - b. set out the reason for the credit point conditions; and
 - c. set out information on support services available to University of Canberra students; and
 - d. set out information on the Academic Progress Requirements for their course; and
 - e. explain the possibility of suspension if more than 50% of credit points attempted are failed in the next progression review period; and
 - f. advise the student of the process of appealing the decision to place these conditions, via the Student Grievance Resolution Policy.

3.5.4. Credit Point Probation Conditions expire after the following progression review period is over. For example, if the Credit Point Conditions are applied during the February 2018 progression review period, they will be reviewed after the August 2018 progression review period and will then expire.

3.5.5. If a student successfully appeals a decision to place these conditions via the Student Grievance Resolution Policy, the Student Appeals Committee will notify Student Progress & Graduation so that the conditions may be lifted.

3.6. Unit Probation Conditions

3.6.1. Under 3.1.4, Unit Probation Conditions are a form of Academic Probation for students who have failed the same unit, or an equivalent unit, at least twice.

3.6.2. To ensure that notification is received in a timely fashion, the student will be notified of any Unit Probation Conditions as part of the Support Notification email from the Academic Progress Intervention Strategy (see 3.4.7)

3.6.3. A Support Notification which includes a Unit Probation Condition must:

- a. Follow all the requirements of a standard Support Notification (section 3.4.4); and
- b. Set out the reason for the conditions; and
- c. explain the possibility of suspension at the next Academic Progress Review Period if the same unit is failed for a third or further time; and
- d. advise the student of the process of appealing the decision to place these conditions, via the Student Grievance Resolution Policy.

3.6.4. Unit Probation Conditions do not expire and are not course specific.

3.6.5. If a student successfully appeals a decision to place these conditions via the Student Grievance Resolution Policy, the Student Appeals Committee will notify Student Progress & Graduation so that the conditions may be lifted.

3.7. Other Possible Conditions

3.7.1. Under 3.1.5, conditions may be placed on a student that for the duration of their course they must follow either the approved Course Requirements or an approved course variation provided by the Program director.

3.7.2. Under 3.1.6, conditions may be placed on a student based on course specific academic progression requirements as defined in Schedule 1 for the relevant course.

3.7.3. These notices must:

- a. sent to the University of Canberra email address for the student; and
- b. set out the reason for the conditions; and
- c. set out information on support services available to University of Canberra students; and
- d. set out information on the Academic Progress Requirements for their course, and the details of the condition being put into place; and
- e. explain the possibility of suspension if the conditions are not met; and
- f. advise the student of the process of appealing the decision to place these conditions, via the Student Grievance Resolution Policy.

3.7.4. Conditions set under 3.1.5 will be set to expire after 12 months, but may be reviewed and renewed for further time if deemed necessary by an Academic Progress Officer. A renewal notice must be delivered following all the requirements of a notification listed in 3.7.3.

3.7.5. Conditions set under 3.1.6 will have an expiry specific to the nature of the condition. The

details of this will be defined in Schedule 1 as part of the overall progress requirements of the course.

3.7.6. If a student successfully appeals a decision to place these conditions via the Student Grievance Resolution Policy, the Student Appeals Committee will notify Student Progress & Graduation so that the conditions may be lifted.

3.8. Suspension Process

3.8.1. At the end of each progression review period, the Student Progress and Graduations team will provide an Academic Progress Officer (normally the Director, Student Connect), with a list of all students who have failed to meet any probation conditions.

3.8.2. If a student who has been placed on conditions is judged to have met those conditions, the academic probation will end.

3.8.3. If the probation conditions have not been met, and an Academic Progress Officer considers that a student satisfies the criteria to be suspended for breach of academic probation, the student must be notified of this preliminary view in advance and given an opportunity to respond.

3.8.4. The notice (as per Rule 9) must:

- a. Be sent to the University of Canberra email address for the student; and
- b. set out the reasons the student is at risk of being suspended for failure to meet conditions of academic probation; and
- c. explain that an Academic Progress Officer from the relevant Faculty will be considering their case based on all available information, before making a decision on suspension; and
- d. give the student an opportunity to make representations in writing to the Academic Progress Officer before that decision is made, with a 20 day deadline from the date of the notice.

3.8.5. Once the deadline for a student to reply has passed, all cases will be forwarded by Student Progress & Graduation to an Academic Progress Officer in the relevant area for a decision. Each case will include information on the academic conditions that were not met, the academic history of the student and the student's representations (if submitted).

3.8.6. The Academic Progress Officer must consider any representations made by the student in accordance with Rule 11.

3.8.7. The Academic Progress Officer will make a decision on each case, and return these decisions to the Manager, Student Progress & Graduation for processing. A deadline will be set for a decision to be returned, no later than 40 days from the initial notification sent to the student.

3.8.8. Under advice from the Manager, Student Progress & Graduation, the Director, Student Connect will notify students in writing and inform them of the Academic Progress Officer's decision within 20 days of making the decision.

3.8.9. If the decision in 3.8.7 is to allow the student to continue with their study, the Academic Progress Officer may decide to apply one or more conditions in line with Rule 8. The standard will be to place the student on a Credit Point Probation Condition for the following progression review period. Any existing Unit Conditions will also remain in effect.

3.8.10. If an Academic Progress Officer decides to suspend the student from their course of study, a notification letter must be sent in accordance with Rule 11 and include the following information:

- a. Information on how the student can appeal the decision via the Student Grievance Resolution Policy.

- b. Advise that if no appeal is made within 20 working days, the suspension will come into effect immediately thereafter.
- c. The date that the suspension will expire, once applied.
- d. The process by which the student can reapply for admission to their course of study once the suspension has expired.
- e. Information on applying for a different course of study, and that any Unit Conditions that would remain in effect under this new course.
- f. For international students, advise that if no appeal is received, or if the appeal itself is ultimately not supported, the University is obliged under the National Code to report their suspended status. No reporting will be undertaken until the suspension is applied after any appeal process is complete.

3.9. Suspension Appeal Process

- 3.9.1. In accordance with the Student Grievance Resolution Policy, students who are facing possible suspension have 20 working days to submit an appeal.
- 3.9.2. After 20 working days have passed, the Manager, Student Progress & Graduation will confirm with the Student Appeals Committee if any appeals have been lodged.
- 3.9.3. If no appeal has been lodged by the deadline, suspension will take effect immediately.
- 3.9.4. If an appeal has been lodged, the Student Appeals Committee manage the process, and advise students and Student Progress & Graduation of outcomes. Where a decision to suspend is upheld, the Student Appeals Committee advises students of the 20 working day deadline for any submission to the ACT Ombudsman.
- 3.9.5. If no appeal occurs by the deadline, or if the result of any external appeal supports the original decision to suspend, Student Progress & Graduation will action the suspension within 5 working days of confirmation from the Secretary of the Student Appeals Committee.

3.10. Application of a Suspension

- 3.10.1. Where a student has chosen not to access the appeals process, withdraws from the process, or the appeals process is complete and confirms the decision to suspend (including any period of time allocated for an external appeal), the University will proceed with the suspension as soon as is practicable.
- 3.10.2. Where an international student has been suspended, the University will notify the Australian Government department through the applicable means, currently PRISMS (Provider Registration and International Students Management System) of the student's status.
- 3.10.3. Suspensions will expire no later than 12 months from the imposition. The end date will typically be set to align with the start of the last progression review period within that 12 month timeframe.
- 3.10.4. To activate a suspension, the student will be withdrawn from enrolled units of study in the relevant course with no finalised grades. These withdrawals will be processed as late withdrawals without academic or financial penalty.
- 3.10.5. In addition to 3.10.4, any previously attempted units of study with an interim grade (for example a deferred exam or withheld result) will be withdrawn without academic penalty using a WD grade.
- 3.10.6. A student must be advised that it will be necessary to reapply for admission to the course once the suspension has ended and that there is no guarantee a student will be readmitted to a course after a period of suspension.

- 3.10.7. Written notification of the application of a suspension must be sent to the student and:
- a. sent to the University of Canberra email address for the student; and
 - b. set out the date that the suspension takes effect, and the date at which it will end; and
 - c. advise students that any relevant enrolled or outstanding units have been withdrawn in accordance with these procedures; and
 - d. advise the process for reapplying for admission once the period of suspension has ended; and
 - e. advise that any unit conditions that are currently active are not course specific and will remain in effect in any new course of study; and
 - f. for international students, advise that the University will notify the Australian Government of their suspended status through the required processes.

4. ROLES AND RESPONSIBILITIES:

Who	Responsibilities
Director, Student Connect	<ul style="list-style-type: none"> • Review all students under conditions and form a preliminary view on any students facing possible suspension. • Notify students when preliminary view has been formed that they meet the requirements to be suspended for breach of academic probation. • Notify students of the outcomes as per the decisions made by the Academic Progress Officer, and how to proceed with the appeals process if required.

<p>Manager, Student Progress and Graduation</p>	<ul style="list-style-type: none"> • Implement the Academic Progress Intervention Strategy for all students at risk of not meeting satisfactory progress. • Review students' progress, and identify those who have failed to make satisfactory progress. • Review student's progress and place any who have failed to make satisfactory academic progress on the relevant conditions. • Advise Director, Student Connect about any students who meet the criteria for suspension. • Collate all representations from students and submit all cases to the relevant Academic Progress Officers for decision. • Advise relevant Academic Progress Officer about any decisions related to suspension, and coordinate notifications. • Liaise with Secretary of Student Appeals Committee on any internal/external appeals. • Where necessary, finalise suspension notices for students. • Coordinate notification of the relevant Australian Government department as required. • Activate any relevant warnings/probations on student records. • Liaise with Faculty Course Convenor/Program Director on any conditions or suspensions related to 3.1.1.(c) and 3.1.1.(d).
<p>Faculty Course Convenor/Program Director</p>	<ul style="list-style-type: none"> • Monitor progression against requirements related to 3.1.1.(c), where students are required to follow approved course requirements or an approved course variation. • Monitor progression against any course specific progression requirements under 3.1.1.(d), defined in the Determination of Course Requirements. • Liaise with the Manager, Student Progress & Graduation on any potential conditions or suspensions that may need to be considered by an Academic Progress Officer under 3.1.1.(c) and 3.1.1.(d).
<p>Academic Progress Officer for each Faculty/Area</p>	<p>Review each student's case and any representation made by the student, and notify Student Progress and Graduation of the outcome for each case within 40 days of the initial notification being sent to the students.</p>
<p>Secretary of Student Appeals Committee</p>	<ul style="list-style-type: none"> • Manage any appeals made under the University of Canberra (Academic Progress) Rules 2017. • Notify students and the Student Progress and Graduation team of the outcome of appeals. • Notify the Student Progress and Graduation team of any external appeals and their outcomes.

5. GOVERNING POLICY AND LEGISLATION:

5.1. Commonwealth and Territory governing framework and legislation

- [University of Canberra Act 1989 \(ACT\)](#)
- [Educational Services for Overseas Students Act 2000 \(ESOS Act 2000\)](#)
- [Australian Qualifications Framework](#)
- [Higher Education Standards Framework](#)
- [Higher Education Support Act 2003](#)

5.2. University Statutes and Rules

- [University of Canberra \(Academic Progress\) Statute 2017](#)
- [University of Canberra \(Academic Progress\) Rules 2017](#)
- [University Admission Statute 1995](#)
- [UC Admission Rules 2017](#)
- [University of Canberra \(Courses and Awards\) Statute 2010](#)
- [University of Canberra Courses and Awards \(Courses of Study\) Rules 2013](#)
- [University of Canberra \(Student Conduct\) Rules 2017 \(PDF, 124.8 KB\)](#)

5.3. University policy and procedures

- [Student Grievance Resolution Policy](#)
- [Progress of Higher Degree by Research Candidates Policy](#)

6. SUPPORTING INFORMATION:

SCHEDULE 1 – Course Progression requirements

The following course progression requirements have been prescribed by Academic Board, in accordance with the University of Canberra (Academic Progress) Rules 2017.

Course	Criteria for Probation	Recommended Condition	Approval Date
All Coursework Degrees	Fail more than 50 per cent of the total credit points attempted during a progression review period.	Placed on Credit Point Conditions in the specific course for the following Progression Review Period, failure of which may lead to Suspension.	Chair of AB approved by delegation 12/01/2018 – noted AB Meeting 05/02/2018

All Coursework Degrees	Fail the same unit, or equivalent unit, for at least the second time.	Placed on institution wide Unit Conditions, failure of the same unit for a third or further time may lead to Suspension from the currently enrolled course.	Chair of AB approved by delegation 12/01/2018 – noted AB Meeting 05/02/2018
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SCHEDULE 2 – list of academic progress officers

The following positions have been appointed by Academic Board as Academic Progress Officers as defined in the University of Canberra (Academic Progress) Rules 2017.

Approved by Delegation 12/01/2018 by Chair of Academic Board, noted at AB Meeting on 5/02/2018

1. Director, Student Connect
2. Dean and Associate Dean (Education), Faculty of Arts and Design
3. Dean and Associate Dean (Education), Faculty of Business, Government & Law
4. Dean and Associate Dean (Education), Faculty of Education
5. Dean and Associate Dean (Education), Faculty of Science & Technology
6. Dean and Associate Dean (Education), Faculty of Health
7. Director, Institute for Governance and Policy Analysis
8. Academic Director, University of Canberra College

7. DEFINITIONS:

Terms	Definitions
CoE	A Confirmation of Enrolment, issued to International Students for the purposes of obtaining a Student Visa.
Academic Progress Intervention Strategy	An intervention strategy designed to support students who have been identified as being at risk of failing to meet minimum academic progress requirements in their course of study.
Academic Probation	When a student is found to have met the academic progression requirements to be placed on Academic Probation, one or more conditions of enrolment will be placed. Failure to meet their Probation conditions may lead to suspension.
Unit Conditions	A Condition of Enrolment whereby students may face suspension if they fail specified units. By default, this condition is placed whenever a student fails a unit for at least the second time, including equivalent units.
Credit Point Conditions	A Condition of Enrolment whereby students may face suspension if they fail more than 50% of credit points attempted during the next progression review period.
Combined Course	Students enrolled in a combined undergraduate course, e.g Bachelor of Commerce/Bachelor of Arts.

<p>Progression Review Period</p>	<p>A period of time encompassing one or more teaching period at which a student's academic progress will be checked against progression requirements and any conditions that may have been placed against their enrolment. Specific periods of time currently in use are defined in Academic Progress Procedures for Coursework Students.</p>
<p>Credit Point Warning</p>	<p>This is part of the Academic Progress Intervention Strategy, and replaces the first time a student would be placed on Credit Point Conditions. It is a letter of support given to students who have failed more than 50% of credit points attempted for the first time during a progression review period.</p>
<p>Academic Progress Officer</p>	<p>A person, being a Deputy Vice Chancellor, Director of Student Connect (formerly Student Administration), Faculty Dean, Director of a UC Affiliated Institute, Associate Dean or Deputy Dean, appointed to this role by the Academic Board from time to time;</p> <p>Currently appointed Academic Progress Officers are listed in Schedule 2.</p>
<p>Support Notification</p>	<p>This is part of the Academic Progress Intervention Strategy. An email sent to a student after any fail grade is loaded against a Unit of study, typically after a two week delay. This notification will provide information on support services, the University of Canberra (Academic Progress) Rule 2017 and any cohort specific information that may be appropriate.</p>