

## **ACADEMIC PATHWAY PROGRAMS DIPLOMA AND ASSOCIATE DEGREE PROGRESSION POLICY**

### **SECTION 1 - PURPOSE AND CONTEXT**

- (1) Once students enrol in a course of study, their progression through to graduation will be dependent upon meeting minimum success rates and correctly re-enrolling.
- (2) The aim of the policy is to identify poorly performing students, so that they may initiate steps to address that poor performance. Students may avail themselves of support services, including counselling and learning support. Where poor performance persists, students face sanctions, including exclusion from the College.
- (3) The aim of this policy is to encourage students to explore other options that may be more appropriate for them, and prevent students incurring significant costs. The College believes it must exercise a duty of care to students who incur fees and who are not well suited to tertiary study, and not permit poorly performing students continuing to study indefinitely.
- (4) At the same time, the College recognises that there can be extenuating circumstances for poor performance, and students who are sanctioned have a right of appeal, that may lead to the sanctions being removed or modified.
- (5) Students who been enrolled for less than 12 months will not be suspended or excluded.
- (6) This policy applies to UWSCollege Diplomas and Associate Degrees.

### **SECTION 2 - DEFINITIONS**

- (7) For the purposes of this policy, the following definitions apply:
  - a. “College” - UWSCollege Pty Ltd.
  - b. “University” - refers to the University of Western Sydney.
  - c. “At Risk” - the University will identify students who, because of poor academic performance, are, if performance does not improve, faced with exclusion. Students who are identified as "at risk" are contacted, and advised of the situation they are in, and advised to seek assistance.

- d. "Exclusion for Unsatisfactory Academic Performance" - an excluded student's enrolment is cancelled and they are precluded from any re-enrolment at the College during the period of exclusion, which will not exceed 3 terms. At the expiration of a period of exclusion, the student does not have automatic right of re-admission to the course, or to the College and must apply for re-admission. Students who have been excluded may apply for re-admission to their original course of study or for admission to the course deemed by the University to be equivalent after the period of exclusion has expired. Students will be required to apply formally for re-admission through the normal channels. (ref: Enrolments Policy "Enrolments after Suspension and Exclusion"). Previous enrolment in a course of study at the College does not guarantee acceptance of an application for re-admission. A student re-admitted under this clause will be subject to the rules for the course (or the course deemed by the University to be equivalent) that were current at the time of re-admission. During a period of exclusion, a student's enrolment will be terminated and the student will not be entitled to have access to College premises or facilities, except with the written permission of the Dean. A student who is excluded from the College shall not be granted advanced standing for units completed at another university during the period of exclusion, and may not take units at other universities under the arrangements for concurrent or cross-institutional enrolment.

### SECTION 3 - POLICY STATEMENT

- (8) The College is committed to enhancing the learning experience of all students and to this end will systematically monitor students' course progress. It will be proactive in notifying and advising students who are at risk of failing to meet their course progress requirements. It will implement, within sustainable margins and in line with financial and operational constraints, intervention strategies to provide support to all students.
- (9) It is the policy of the Academic Pathway Programs that students, at risk of failing to meet satisfactory course progress requirements, will be identified as early as possible in their studies.
- (10) Student academic performance is assessed following the examinations and results processing following the end of the scheduled teaching session.
- (11) Student academic performance may also be assessed at other times. In these situations, the University may retrospectively impose sanctions on the student. The College Registrar has the authority to determine whether sanctions will be applied retrospectively, to, for example take account of late grades that have not been finalised at the end of the scheduled teaching sessions.

#### Part A - Progression Rules

- (12) The Progression Rules, against which students are assessed, are as follows:
- a. failing more than 50% of the credit points available in the previous twelve months in units for which they were formally enrolled on the relevant census date(s);
  - b. failure of the same unit, or equivalent unit, on three occasions; and

- c. failure to complete the course in maximum time. See "Maximum Length of Enrolment" below.
- (13) At a minimum, students found to have failed 50% or more of credit points will be identified as being at risk of failing to make satisfactory course progress and this will trigger for those students the implementation of a formal intervention strategy in writing. This may involve a reduced study load. This will be filed and TRIMMED.
- (14) Students who have failed the same unit twice at any time during their course, will be advised in writing that re-enrolment in that unit and a failure for a third time will result in a requirement that the student change to a course of a lower entry level prior to the commencement of the next Term of study or be excluded from the College for a minimum period of one term. In the cases of Science and Engineering, students will be required to change to a course with a lower mathematical requirement. These students will be advised to seek alternative courses/pathways to a university education before they re-enrol in that unit. This advice will be given after the second fail.
- (15) Students who have unsatisfactory course progress for a second consecutive study period will be advised of other possible study options available to them and will be subject to a requirement to change to a course of a lower entry level prior to the commencement of the next Term of study or be excluded from study at the College for a minimum period of one term. In the cases of Science and Engineering, students will be required to change to a course with a lower mathematical requirement or be excluded from study at the College for a minimum period of one term.

## **Part D - Conditional Enrolment or Exclusion**

### **Conditional Enrolment**

- (16) If a student has not previously been on conditional enrolment, and they pass less than 50% of the credit points attempted in any 12 month period, the student will be placed on conditional enrolment for the following 12 months and must enrol for a reduced academic load during that time.
- (17) A student placed on conditional enrolment has the right of appeal to Academic Senate.

### **Exclusion**

#### **Passing Less than 50% of the Credit Points**

- (18) If a student has previously been at risk, and they pass less than 50% of the credit points attempted in any 12 month period, the student will be excluded from the College for the following 12 months.
- (19) A student excluded from study under this clause has the right of appeal to the Academic Senate.

## Multiple Failure of Units

- (20) A student excluded from study under this clause has the right of appeal to the Academic Senate.

## Implications of Leave of Absence

- (21) A student who has been placed at risk or excluded but has approved leave of absence will be placed at risk, or excluded, at the conclusion of their period of leave of absence.
- (22) Periods of approved Leave of Absence are not counted for the purpose of this policy. However students do not have the right to prolong their studies by taking periods of unapproved leave of absence. Students failing to re-enrol in the course by the date notified to them by the Academic Registrar's Office, will be regarded as having abandoned the course of study and will need to apply for re-admission in order to resume studies.

## Part E - Maximum Length of Enrolment

- (23) Failure to complete a course within a reasonable time (like failing the same unit three times, or passing less than half of the credit points for which they were formally enrolled in a calendar year) can be an indicator that a student needs to review their circumstances which may be preventing them from performing adequately. If a student transfers from one course to another under the provisions of the Course Transfer Policy or as the result of a deletion of a course by the College, the maximum time for completion of the second course will be the period specified in this policy [clause (35)] less the time the student has been enrolled in the first course.
- (24) The maximum time to complete a course will be two times the minimum time a part-time student would need to complete the course, where the time for completing the course is derived from the total credit points content for the course. Therefore the maximum time for a 100-point diploma course will be four years.
- (25) This maximum time will be adjusted according to the total credit points required for completion, so that an 80-point course will have a maximum time of eight terms.
- (26) The College has determined that students should be able to complete a coursework award within a set maximum period. Students who fail to complete will be excluded.
- (27) Students will be excluded for a period of three terms if, at the end of an academic year, the student has failed to complete their course in the prescribed maximum time.
- (28) A student excluded from study under this clause has the right of appeal to the Academic Senate.
- (29) Periods of approved Leave of Absence are not counted for the purpose of this policy. However students do not have the right to prolong their studies by taking periods of unapproved leave of absence. Students failing to re-enrol in the course by the date notified to them by the Academic Registrar's Office, will be regarded as having abandoned the course of study and will need to apply for re-admission in order to resume studies.

## Part F - Appeals

### General Provisions

- (30) The University believes that students have a right to appeal against a decision that excludes or suspends them from their course of study, or places them on at risk, for unsatisfactory academic performance. The notification sent to the student advising them of their exclusion, or suspension, or placement on at risk, will inform them of the deadline for the submission of an appeal.
- (31) An appeal must be in writing and clearly state the grounds for the appeal. The student will not have an automatic right to appear in person before a committee. Appeals should therefore include appropriate documentation (statements from counsellors, medical certificates, etc.) to substantiate the appellant's grounds for appeal.
- (32) Appeals lodged outside the timeframe stated in the notification will not be considered.
- (33) These timeframes refer to students whose results have been determined at the end of the main exam period. Appeals from students who have deferred exams in the formal deferred exam period will normally be completed before the census date.
- (34) If appeals are determined late, even if the appeal is upheld, and restrictions lifted (for example, at risk conditions, or a period of exclusion, revoked) the student may not be permitted to enrol for additional units in that session.
- (35) Late or non-receipt of official letters from the University will not be accepted as grounds for appeal if the student has not ensured that the University is in receipt of accurate and current contact details.

### Appeals against Exclusion, Suspension or At Risk

- (36) Students may appeal to the Academic Senate against exclusion, suspension or being placed at risk for unsatisfactory academic performance, on the grounds defined as misadventure and extenuating circumstances under the Special Consideration Policy.
- (37) The Chair, Academic Senate and one Associate Pro Vice-Chancellor (Education) may determine, on behalf of the Academic Senate, that there are no valid grounds on which to uphold an appeal, and therefore that the appeal will be dismissed. The Chair, Academic Senate may determine, on behalf of the Academic Senate, to uphold the appeal, if there are clear and significant grounds to do so.
- (38) On behalf of the Academic Senate, the Chair, Academic Senate will convene a panel to consider appeals that have been received by the due date and have not been upheld or dismissed in accordance with clause (46) above. The panel will consist of:
  - a. The Chair, Academic Senate, or nominee (as Chair)
  - b. An Associate Pro Vice-Chancellor (Education)
  - c. The Director, Equity and Diversity or nominee
- (39) The Panel may determine to refer the appeal to the Academic Senate's Academic Appeals and Integrity Committee, where the student will be invited to present a case, or to:

- a. uphold the appeal and remove the period of exclusion or suspension;
  - b. uphold the appeal and remove the period of at risk;
  - c. uphold the appeal and reduce the period of exclusion or suspension;
  - d. uphold the appeal and reduce the period at risk;
  - e. uphold the appeal and replace the period of exclusion with a period of suspension, or at risk;
  - f. uphold the appeal and replace the period of suspension with a period at risk;
  - g. dismiss the appeal; or
  - h. vary a penalty that has been imposed.
- (40) The determination of the Panel will be final.
- (41) For an appeal under this Policy, the membership of Academic Senate's Academic Appeals and Integrity Committee is:
- a. Chair or Deputy Chair of Academic Senate or nominee (as Chair)
  - b. One Associate Pro Vice-Chancellor (Education) or nominee
  - c. One student from the students who are members of Academic Senate)
  - d. Director, Equity and Diversity or nominee
- (42) Any member of the Committee who has previously been involved with the assessment of a particular case before the Committee should excuse themselves from the Committee for the duration of that case.
- (43) The Committee must contain at least one member of each gender.
- (44) A quorum of the Committee will be the Chair and two members, one of whom must be academic.

## **SECTION 4 - PROCEDURES**

### **Appeals Heard by Senate's Academic Appeals and Integrity Committee**

- (45) The secretary to Academic Senate's Academic Appeals and Integrity Committee will, no later than five working days prior to the date of the Committee hearing, forward a copy of the appeal papers to each member of the Committee. The student's copy will be sent by express post and email.
- (46) At the hearing of the appeal by a student:
- a. the Chair of the Committee will give an overview of the appeal to the hearing; and
  - b. the student will be invited to present a case, either in person or in writing where the student does not attend the hearing. The student may be assisted by an enrolled student, a staff member of the University or a representative from a student association.

The person assisting the student may provide the student with advice, but may not act as an advocate nor make direct comment to the meeting without the permission of the Chair of the Committee. If the Chair does give permission, the person assisting the student may address the Committee.

- (47) At the conclusion of the hearing, everyone present, with the exception of members of the Committee, will retire from the hearing to allow the Committee to reach a determination. In reaching a determination, the Committee may:
- a. uphold the appeal and remove the period of exclusion or suspension;
  - b. uphold the appeal and remove the at risk;
  - c. uphold the appeal and reduce the period of exclusion or suspension;
  - d. uphold the appeal and reduce the period of at risk;
  - e. uphold the appeal and replace the period of exclusion with a period of suspension, or at risk;
  - f. uphold the appeal and replace the period of suspension with at risk;
  - g. dismiss the appeal; or
  - h. vary a penalty that has been imposed.
- (48) The Academic Registrar will normally advise the student in writing of the outcome of the appeal no later than five working days before the beginning of the session.
- (49) The determination of the Senate Academic Appeals and Integrity Committees will be final.

### **Status of Students Awaiting the Outcome of an Appeal**

- (50) The University will make determinations on academic appeals as soon as practicable, but will not necessarily resolve any particular case before the close of enrolments for the next session. An application should be received from the student to continue with their enrolment up to the census date. A student whose appeal will not be resolved before the commencement of session (where the delay is not the fault of the student) will be issued with a letter of authorisation from the Academic Registrar to audit units, pending the outcome of the appeal. The Academic Registrar will determine the enrolment status on a case-by-case basis should the matter not be resolved by the census date.
- (51) If the appeal is upheld, the student will be permitted to enrol in the recommended course of study. No late enrolment penalties will apply provided the student enrolls within seven days after receiving the advice from the University. However, if appeals are determined after the census date, even if the appeal is upheld, and restrictions lifted (for example, at risk conditions, or a period of exclusion, revoked) the student will not be permitted to enrol for additional units in that session.

## **SECTION 5 - GUIDELINES**

- a. Nil

## ACADEMIC PATHWAY PROGRAMS DIPLOMA AND ASSOCIATE DEGREE PROGRESSION POLICY

### STATUS AND DETAILS

<b>Status:</b>	Current		
<b>Version:</b>	1		
<b>Effective Date:</b>	19 August 2014		
<b>Review Date:</b>	19 August 2017		
<b>Approval Authority Policy:</b>	UWSCollege Academic Committee		
<b>Endorsed by:</b>	UWSCollege Academic Management Committee		
<b>Approval Date:</b>	22 July 2014		
<b>Expired Date:</b>	N/A		
<b>Unit Responsible:</b>	Academic Pathway Programs		
<b>Enquiries Contact:</b>	Leanne Yard   P: 9852 4473   E: <a href="mailto:l.yard@uws.edu.au">l.yard@uws.edu.au</a>		
<b>Available On:</b>	Intranet only	<input type="checkbox"/>	Intranet / Internet <input checked="" type="checkbox"/>

### Summary of Changes from Previous Version

No previous version