

# Academic Progression Policy

## Section 1 - Purpose

- (1) To establish the principles that govern the academic progress of students towards the successful completion of their coursework award.
- (2) Students enrolled in practical, clinical or professional courses listed on [Schedule 2: Practical, Clinical and Professional Courses](#) and [Schedule 3: Practical, Clinical and Professional Courses with Fitness to Practice Requirements](#) of this Policy are also subject to the provisions of the [General Coursework Rules](#) and the [Fitness to Practice Procedure](#). These provisions will be applied in addition to a student's Academic Standing.

### Background

- (3) The University nurtures students' growth and development by assisting them to take responsibility for their own actions, and provides services, both academic and pastoral, for them to improve their academic progress. The University also exercises a duty of care to students who are not well suited to tertiary study to explore other options that might be appropriate and to ensure that students with unsatisfactory academic performance do not continue to fail indefinitely. The University recognises its specific obligations for monitoring students enrolled in accredited, practical, professional and clinical courses.
- (4) Students will be informed of their Academic Standing to assist them achieve the requirements of their course of study. The University can provide support services, including counselling and learning support. Where students do not achieve satisfactory progress, sanctions, including suspension or exclusion from the University, may apply.
- (5) It is recognised that there can be extenuating circumstances for unsatisfactory academic performance, and students who are sanctioned for Suspension or Exclusion have a right of appeal that may lead to the sanctions being removed or modified.
- (6) The academic progress of all enrolled students will be actively monitored and those at risk of unsatisfactory progress will be supported. The University's approach satisfies the obligations for monitoring course progress for international students under the [Education Services for Overseas Students Act 2000](#) (ESOS Act).
- (7) Academic progress and any intervention measures will be recorded on individual student files. In accordance with the University's privacy obligations, only relevant University staff will be involved in the processes of identification, monitoring, notification, and intervention strategies.

### Scope

- (8) This Policy applies to all domestic and international, undergraduate and postgraduate coursework students enrolled in Session 1 and Session 2 and the staff involved in the administration, assessment and support of students in their coursework studies.
- (9) It is anticipated that the Policy will apply to undergraduate and postgraduate students studying in non-standard teaching periods (for example, Macquarie Graduate School of Management (MGSM) and the Applied Finance Centre (AFC)) over time, in a phased approach.

(10) This Policy does not apply to Higher Degree Research candidates and non-award students.

## Section 2 - Policy

(11) The University will provide clear, equitable, consistent and timely:

- a. procedures for identifying, notifying, monitoring and supporting students who are not meeting academic progression requirements;
- b. systems for monitoring the academic progress of all students;
- c. clear requirements for accredited and professional courses; and
- d. support services to assist students meet academic progression requirements.

(12) The University's [Assessment Procedure](#) enables students to appeal decisions relating to their grades, which underpin the calculation of academic standing or the requirements for accredited and professional courses.

### Part A - Academic Progression Requirements

(13) Satisfactory Academic Progression requires students to pass at least 51% of the attempted load in the Study Period under consideration.

(14) Academic Progression is calculated:

- a. at the end of Session 1, and generally finalised by the Census Date of Session 2; and
- b. at the end of Session 2, and generally finalised by the Census Date of Session 1 of the following year.

(15) All students will receive advice regarding their Academic Standing status. The University will provide appropriate communication and counselling following any change to a student's Academic Standing status.

(16) Results are finalised and released to all students at the end of each study period. Unit convenors are responsible for assigning a single, final grade to each student who has enrolled in any of their units throughout the semester. Where grades are not available at the time of ratification by the relevant Faculty Board, an incomplete grade (I only) will be assigned.

(17) Academic Standing will be recalculated on a regular basis and is generally finalised no later than the Census Date of Session 1 and Session 2.

(18) Incomplete grades (I only) that have not been finalised by Census Date in which Academic Progression is calculated will be changed to 'Fail'.

(19) A student enrolled in Session 3 who at Session 3 Census Date has a pending Academic Standing status will be permitted to remain enrolled. However any intervention, including suspension or exclusion that is a consequence of the calculation of Academic Standing in the preceding session will remain valid. Successful completion of Session 3 units is not grounds for an appeal against any such intervention, including suspension or exclusion.

### Part B - Currency Requirements for Accredited Courses

(20) The currency requirements against which students are assessed for courses of study which are accredited by an external registration body are specified in [Schedule 1: Courses with Currency Requirements](#).

(21) A student will be permanently excluded from their course of study if they fail to meet the currency requirements listed in [Schedule 1: Courses with Currency Requirements](#).

## Part C - Requirements for Students Enrolled in Professional Courses

(22) The University's professional courses are specified in [Schedule 1: Courses with Currency Requirements](#), [Schedule 2: Practical, Clinical and Professional Courses](#) and [Schedule 3: Practical, Clinical and Professional Courses with Fitness to Practice Requirements](#) of this Policy.

(23) A student will be permanently excluded from their course of study if they fail to meet the professional course requirements governed by the [General Coursework Rules](#) clauses 16 and 17.

## Part D - Appeals

(24) A student who has been suspended or excluded under the Academic Progression requirements, or who has failed to meet the currency or practical, clinical or professional requirements specified in [Schedule 1: Courses with Currency Requirements](#), [Schedule 2: Practical, Clinical and Professional Courses](#) and [Schedule 3: Practical, Clinical and Professional Courses with Fitness to Practice Requirements](#), can appeal this decision.

(25) Academic Appeals are governed by the [Academic Appeals Policy](#).

## Section 3 - Procedures

(26) Refer to the [Academic Progression Procedure](#).

## Section 4 - Guidelines

(27) Nil.

## Section 5 - Definitions

(28) Commonly defined terms are available in the University [Glossary](#). The following definitions apply for the purposes of this Policy:

- a. Accredited Course means a course accredited by an external agency.
- b. Academic Standing means the status of a student's progress towards meeting the requirements for their course of study as assigned at the end of each Study Period. The levels of Academic Standing are:
  - i. Satisfactory Standing: A student who has passed 51% or more of the attempted load in the Study Period under consideration.
  - ii. Academic Caution: A student, previously on Satisfactory Standing, who has not passed 51% or more of the attempted load in the Study Period under consideration, or someone previously on Conditional Enrolment who has passed 51% or more in the subsequent Study Period.
  - iii. Conditional Enrolment: A student on Academic Caution, who has not passed 51% or more of the attempted load in the Study Period under consideration, or a student on Probation who has passed 51% or more of the attempted load in the Study Period under consideration.
  - iv. Suspension: A student on Conditional Enrolment who has not passed 51% or more of the attempted load in the Study Period under consideration.
  - v. Probation: A student who has returned to study following a period of Suspension. Probation is normally a period of one study period.
  - vi. Exclusion: A student who is on Probation and who has not passed 51% or more of the attempted load in

the Study Period under consideration will be excluded from the University for a period of not less than two (2) academic years, and must formally re-apply for admission, in the prescribed manner, at the end of the Exclusion period.

- vii. In addition, a student who has exceeded the currency requirements for an accredited course of study listed in [Schedule 1: Courses with Currency Requirements](#), or who has not met the requirements for a professional course listed in [Schedule 2: Practical, Clinical and Professional Courses](#), or [Schedule 3: Practical, Clinical and Professional Courses with Fitness to Practice Requirements](#), may be permanently Excluded from their course of study.
- c. Professional Course means a course listed in either [Schedule 1: Courses with Currency Requirements](#), [Schedule 2: Practical, Clinical and Professional Courses](#) or [Schedule 3: Practical, Clinical and Professional Courses with Fitness to Practice Requirements](#) of this Policy.
- d. Study Period: Each Session is comprised of one or more Study Periods. A study period in Session 1 or Session 2 may run over twelve (12) weeks, or in one of two or more shorter periods, which includes assessment and the award of a final grade.

## **Acknowledgement**

Documentation from the following universities was reviewed in developing this Policy, and is gratefully acknowledged:

- a. University of New South Wales;
- b. University of Queensland;
- c. University of Sydney; and
- d. University of Technology, Sydney.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	22nd February 2021
<b>Review Date</b>	1st December 2021
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	13th September 2016
<b>Expiry Date</b>	25th July 2022
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