# Academic Progression Policy

# Section 1 - Purpose

(1) This Policy sets out the principles for the monitoring of students' progression towards the successful completion of their coursework award.

(2) All coursework students are subject to the provisions of the General Coursework Rule. 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 Fitness to Practice Procedure. These provisions will be applied in addition to a student's Academic Standing.

### Scope

(3) This Policy applies to:

a. all domestic and international, undergraduate and postgraduate coursework students enrolled in Standard Teaching Periods; and
b. Bachelor of Philosophy/Master or Research (first year) students.

(4) This Policy does not apply to:

a. Higher Degree Research candidates (refer to the Graduate Research Rule);
b. microcredentials (refer to the Microcredentials Policy);
c. Macquarie University College students (refer to the Macquarie University College Academic Progression Policy);
d. students enrolled in non-standard teaching periods;
e. non-award students; and
f. cross-institutional students.

# Section 2 - Policy

## Part A - General Provisions

(5) The University will ensure that each student's academic progression is appropriately monitored throughout their course and that appropriate support is provided when needed.

(6) The University nurtures students' growth and development by providing academic and pastoral services aimed at improving students' academic performance and assisting them to take responsibility for their own actions.

(7) This University exercises a duty of care to students with unsatisfactory academic standing by identifying other study options that might be appropriate and providing academic and wellbeing support.

(8) The academic performance of all enrolled students is actively monitored and those at risk of unsatisfactory

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progress are offered support. The University's approach satisfies the obligations for monitoring course progress for students under the Higher Education Standards Framework (Threshold Standards) 2021 and for international students under the Education Services for Overseas Students Act 2000 (ESOS Act).

(9) The University recognises its specific obligations for monitoring students enrolled in accredited, practical, professional, and clinical courses.

(10) Students will be regularly informed of their Academic Standing to assist them to achieve the requirements of their course of study.

(11) Academic progress and any intervention measures are recorded on individual student files in the student management system. 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.

(12) 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 performance of all students;
c. clear requirements for accredited and professional courses; and
d. support services to assist students meet academic progression requirements (see the Academic Progression Procedure).

(13) Incomplete grades (I only) (see Appendix A: Holding Grades of the Assessment Procedure) that have not been finalised by the Census Date of the next Standard Teaching Period in which academic progression is calculated will be changed to Fail.

(14) Incomplete grades (IS only) that have not been finalised by the Census Date will show as incomplete until the final grade is applied to the impacted unit. The Assessment Procedure documents the process for students to submit an appeal against a final grade.

## Calculation of Academic Progression

(15) Academic progression is determined by the student's Academic Standing at the end of the previous Standard Teaching Period, commencing from the end of the student's first Standard Teaching Period.

(16) Academic Progression will be calculated for Standard Teaching Periods as follows:

a. at the end of Session 1, and generally finalised by the start of Session 2; and
b. at the end of Session 2, and generally finalised by the start of Session 1 in the next calendar year.

(17) If a student withdraws from a unit prior to the census date, the withdrawn (W) unit will not be included in the calculation of academic progression.

(18) If a student withdraws from a unit after the census date, but prior to the last withdrawal date for the study period, a W grade is applied to the student's record. Academic progression will be recalculated, and the change applied to the student's record.

(19) If a student withdraws from a unit after the census date and after the last withdrawal date for the study period, a W grade may be applied if a Withdrawal without Penalty has been granted, otherwise an F grade will be applied to the student's record and count towards the calculation of a student's academic standing.

(20) Where a change to a grade after the Session 1 or Session 2 Census Date leads to a positive impact on Academic

Standing status (e.g. status changes from Academic Caution to Satisfactory), the change to Academic Standing is effective immediately and this is to be communicated to the student at that time.

(21) Where a change to a grade after the Session 1 or Session 2 Census Date leads to a negative impact on Academic Standing status (e.g. status changes from Academic Caution to Monitored Enrolment) no change will be made to Academic Standing in the same period, with Academic Standing to remain as it was at Census Date.

(22) 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 academic pause 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 academic pause or exclusion.

## 'At Risk' Monitoring

(23) The University will maintain systems for the identification and support of students who may be at risk of failing to successfully complete units.

(24) Students may be considered at risk if they:

a. do not submit assessments, including those that are not weighted;
b. do not meet mandatory participation requirements, such as:
    i. logging in to iLearn regularly to participate in the activities for each unit;
    ii. participation in group work activities;
    iii. attendance at tutorials and practicals;
c. receive grades under 50% in summative assessments, including in-class tests, mid-term assessments and exams;
d. frequently submit applications for special consideration; or
e. frequently seek to withdraw from units.

(25) Where a student has been identified as at risk, the University will offer the student support services (see the Academic Progression Procedure).

## Academic Standing Status

(26) All students will receive notification of their Academic Standing status at the end of the Standard Study Period in which they were enrolled.

(27) The University will provide appropriate communication and support following any change to a student's Academic Standing status including notifying international students of any potential impacts under the National Code of Practice.

(28) Students are responsible for following the advice provided by the University and undertaking required actions in their notification.

(29) The University will advise international students who are placed on Academic Pause, Probation, or Exclusion of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa.

(30) The University will report any international students placed on Academic Pause, Probation, or Exclusion under Section 19 of the ESOS Act.

(31) The Academic Standing status for a student will be categorised as either:

a. Pending;

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b. Satisfactory Standing;
c. Academic Caution;
d. Monitored Enrolment;
e. Academic Pause;
f. Probation; or
g. Exclusion.

**Pending**

(32) Pending is an interim Academic Standing status that is applied when resolving the final grade for a unit or units is not possible due to exceptional administrative circumstances, and/or the final grade/grades have not yet been approved.

**Satisfactory Standing**

(33) Satisfactory Standing applies to a student who:

a. was previously on Satisfactory Standing and has passed more than 50% of the attempted units in the Standard Teaching Period under consideration; or
b. was previously on Academic Caution and has passed more than 50% of the attempted units in the Standard Teaching Period under consideration.

**Academic Caution**

(34) Academic Caution applies to a student who:

a. was previously on Satisfactory Standing and has not passed more than 50% of the attempted units in the Standard Teaching Period under consideration; or
b. was previously on Monitored Enrolment and has passed more than 50% of the attempted units in the Standard Teaching Period under consideration.

**Monitored Enrolment**

(35) Monitored Enrolment applies to a student who:

a. was previously on Academic Caution and has not passed more than 50% of the attempted units in the Standard Teaching Period under consideration; or
b. was previously on Probation and has passed more than 50% of the attempted units in the Standard Teaching Period under consideration.

**Academic Pause**

(36) Academic Pause applies to a student who was previously on Monitored Enrolment and has not passed more than 50% of the attempted units in the Standard Teaching Period under consideration.

**Probation**

(37) Probation applies to a student who was previously on Academic Pause and has returned to study.

**Exclusion**

(38) Exclusion applies to a student who was previously on Probation and has not passed more than 50% of the attempted units in the Standard Teaching Period under consideration.

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## Part B - Courses with Professional and Currency Requirements

(39) 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.

(40) 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 Practical, Clinical and Professional Courses

(41) The University's practical, clinical and 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.

(42) A student will be permanently excluded from their course of study if they fail to meet the course requirements governed by the General Coursework Rule clauses 13 to 15.

(43) Further information is available in the Fitness to Practice Procedure.

(44) Some courses may have specific academic requirements, such as the maintenance of a specific Weighted Average Mark (WAM), that will need to be satisfied for students to continue to study in a particular course. Students should refer to the course handbook for course specific requirements.

### Impact of Leave of Absence or Suspension of Studies

(45) Where a student is placed on Monitored Enrolment, Academic Pause or Probation during a period of approved leave of absence or suspension of studies, the previous Academic Standing status will still apply at the end of the period of leave.

### Session 3 Enrolment

(46) A student enrolled in Session 3, who at the start of Session 3 has a pending Academic Standing status, will be permitted to remain enrolled.

(47) Any intervention, including Academic Pause or Exclusion, that is a consequence of the calculation of Academic Standing in the preceding Standard Teaching Period will remain valid. Successful completion of Session 3 units is not grounds for an appeal against any such intervention, including Academic Pause or Exclusion.

## Part D - Appeals

(48) A student who is currently on academic pause or exclusion 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.

(49) Academic Appeals are governed by the Appeals Policy.

# Section 3 - Procedures

(50) Refer to the Academic Progression Procedure and Fitness to Practice Procedure.

# Section 4 - Guidelines

(51) Nil.

# Section 5 - Definitions

(52) The following definitions apply for the purposes of this Policy:

a. Accredited Course means a course accredited by an external agency.
b. Attempted unit means a unit where a student has been enrolled and receives a grade other than a W grade. Recognition of prior learning does not count as an attempted unit.
c. 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 Standard Teaching Period.
d. Academic Pause is when a student is unable to enrol due to unsatisfactory academic performance. Students will be able to re-enrol when they have satisfied the terms of their Academic Pause.
e. Exclusion means cancellation of a student's enrolment in a Course of Study, for two (2) years. Students wishing to be re-admitted to the University must apply through the University's admission processes.
f. Non-standard teaching period means Session 3, a term, or a block, and includes the Global MBA.
g. Probation means the first Standard Teaching Period when a student returns to studies after Academic Pause. Students will return to monitored enrolment if they have passed more than 50% of their attempted units when on Probation.
h. 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.
i. Standard Teaching Period: means Session 1 and 2. Each Standard Teaching Period is comprised of one or more study periods. A standard teaching period may run over thirteen (13) weeks, or in one of two shorter periods, which includes assessment and the award of a final grade.

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## Status and Details

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| **Responsible Executive** | Rorden Wilkinson<br>Deputy Vice-Chancellor (Academic) |
| **Responsible Officer** | Taryn Jones<br>Pro Vice-Chancellor (Education)<br>+61 2 9850 2796 |
| **Enquiries Contact** | Brad Windon<br>Head of Student Shared Services<br>+61 2 9850 6404 |

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