

Academic Progression Policy

Section 1 - Purpose

(1) This Policy sets out the principles for monitoring students' progression towards the successful and timely completion of their coursework award, the identification of students at risk of not progressing through their course successfully, and the implementation of appropriate interventions to support academic progress.

(2) This Policy outlines the University's approach to Academic Progression, including the monitoring and reporting of students at-risk of not meeting Academic Progression requirements, in accordance with the requirements outlined in:

- a. the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cth);
- b. the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cth); and
- c. the [Education Services for Overseas Students Act 2000](#) (ESOS Act).

(3) All coursework students are subject to the provisions of the [General Coursework Rule](#). This Policy sets out the Academic Progression requirements for ongoing admission to a Course under the provisions of the [General Coursework Rule](#).

(4) This Policy should be read in conjunction with the [Support for Students Policy](#).

(5) This Policy recognises that timely completion of a coursework award will vary across courses in different discipline fields, of different duration and different patterns of study. This Policy supports a progression monitoring across differing courses and study patterns while assuring alignment with relevant legislative, regulatory and professional requirements and standards.

(6) Some students have additional course-specific requirements that are applied in addition to the Academic Progression provisions outlined within this Policy. These include:

- a. Students enrolled in a course detailed in [Schedule 1: Courses with Currency Requirements](#) have a requirement to complete their studies within the timeframe specified within this Schedule, regardless of the mode of study.
- b. Students enrolled in practical, clinical or professional courses listed in [Schedule 2: Practical, Clinical and Professional Courses](#) may have additional inherent requirements and/or other compulsory course requirements that align to standards for accreditation or endorsement with the relevant external professional bodies and are applicable for the full duration of the course.
- c. Students enrolled in practical, clinical or professional courses listed in [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 requirements will be published in the Macquarie University [Handbook](#).

Scope

(7) This Policy applies to:

- a. all coursework students enrolled in an undergraduate or postgraduate Award Course across all study

periods/sessions/terms;

- b. Macquarie University College students enrolled in one of the following non-award programs:
 - i. Standard Foundation or Intensive Program;
 - ii. UniReady; or
 - iii. Masters Qualifying Program.

(8) Transnational education (TNE) programs where students in those programs are deemed to be Macquarie University students are in scope for this Policy. However, necessary variations to this Policy may be included within specific TNE agreements as required to allow for local context and processes while also ensuring legislative and regulatory responsibilities are being met.

(9) This Policy does not apply to:

- a. Graduate Research candidates (refer to the [Graduate Research Rule](#));
- b. Macquarie University College students enrolled in a non-award program not listed in Clause (7)b. Students enrolled in English Language Courses (ELICOS) should refer to the [Macquarie University College Academic Progression Policy - ELICOS Students](#);
- c. students enrolled in their primary course at another institution undertaking exchange, study abroad or cross-institutional study at Macquarie University; and
- d. students or participants enrolled in any other Macquarie University non-award course or program.

Section 2 - Policy

Part A - General Provisions

(10) The academic performance of all enrolled students is actively monitored and those identified to be at risk of unsatisfactory academic progression will be offered relevant academic and/or non-academic support aligned to their personal circumstances and needs.

(11) The University recognises its specific obligations for monitoring students enrolled in externally accredited, practical, professional and clinical courses. The University will identify students at risk of not meeting relevant course-specific requirements, including where relevant, Fitness to Practice Requirements and will offer relevant academic and/or non-academic support in accordance with the [Fitness to Practice Procedure](#).

(12) Some courses may have additional specific academic progression requirements, such as the maintenance of a specific Weighted Average Mark (WAM) or the completion of a course within a specified time period (see [Schedule 1: Courses with Currency Requirements](#)). These requirements 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.

(13) Unsatisfactory academic progression is considered to be when a student:

- a. Fails two or more units of study within a study period/session/term; and/or
- b. Fails more than 50% of units of study across two consecutive study period/sessions/term in which the student has an effective enrolment; and/or
- c. Fails the same unit of study two or more times; and/or
- d. Fails to meet additional course specific academic progression and/or currency requirements.

Academic Standing Status

(14) A student's Academic Standing status will reflect a student's academic progress toward completion of their award

across time. Students will be regularly informed of their Academic Standing to assist them in achieving the requirements of their course of study.

(15) The Academic Standing status for a student will be categorised as one of the following:

- a. Pending: is an interim Academic Standing status where a calculation of Academic Standing status is unable to be determined.
- b. Satisfactory: reflects satisfactory academic progression towards successful and timely completion of their degree.
- c. Academic Caution: applies to a student deemed to be at risk of not progressing towards the successful and timely completion of their degree, and should seek appropriate supports to mitigate relevant risk/s.
- d. Academic Probation: applies to a student deemed to be at significant risk of not progressing towards the successful and timely completion of their degree. As a condition of ongoing enrolment, a student with this standing will be required to work with the University to develop and follow a personalised Academic Action Plan to support them to mitigate the most likely and/or underlying cause/s of their unsatisfactory academic progression as a requirement of their ongoing enrolment.
- e. Academic Exclusion: applies to a student who has been excluded from study because of ongoing unsatisfactory academic progression in alignment with the [General Coursework Rule](#). Academic Exclusion may be:
 - i. placed at a Course level or extend across all forms of study at the University; and
 - ii. for a defined period of time or permanent.

(16) The University will provide notification to a student following any change to their Academic Standing status, including notifying international students of any potential impacts to their visa status, if relevant, in alignment with the National Code of Practice.

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

(18) A student will retain their most recent academic status in the following circumstances:

- a. an internal course transfer from one Macquarie award course to another;
- b. a Macquarie University College student articulating from a Diploma to a Bachelor course; or
- c. a student returning from a Leave of Absence or Suspension of Studies.

(19) International students deemed to be at risk of not completing their course within the timeframe specified in their Confirmation of Enrolment (CoE) may be asked to provide documentation at any stage of their enrolment required to support a future request to extend their CoE. The request and provision of documentation does not guarantee an extension of the CoE will be approved.

(20) International students are required to take appropriate action to ensure they are compliant with the requirements of their visa, such as applying for a Reduced Study Load or Suspension of Study if they are experiencing situations considered compassionate and/or compelling in alignment with the eligibility requirements set by the [Department of Home Affairs](#). An application for a Reduced Study Load or Suspension of Study does not guarantee this will be approved.

(21) Should a student on Academic Probation not take action to have an Academic Action Plan developed and implemented, or fail to meet the requirements of this plan, their enrolment may be suspended until these requirements have been met. Ongoing failure to comply with this requirement within the specified timeframe may result in a student's standing being moved to Academic Exclusion.

(22) Should a change in Academic Standing status occur after the commencement of the next study session the

student will be informed at that time. Where this change reflects a heightened risk of unsatisfactory academic progression, appropriate academic and/or non-academic services will be offered.

(23) Should a change in Academic Standing status to that of Academic Probation or Academic Exclusion occur after Census Date, the student shall be informed at that time and appropriate action be implemented that reflects the student's progress in the unit/s of study they are currently enrolled in and likelihood of successful completion of these units with appropriate support.

(24) A student may be eligible for Withdrawal without Penalty if a change in Academic Standing status has occurred after Census Date and where it is deemed that the most appropriate action is that the student withdraw from the unit/s of study they are currently enrolled in in alignment with the [Enrolment Policy](#) and [Withdrawal Procedure](#).

(25) The University will report any international students placed on Academic Exclusion under Section 19 of the ESOS Act.

(26) Where a student has completed a period of Academic Exclusion and wishes to return to study at Macquarie University they will need to re-apply for admission (see [Admission Policy](#)).

(27) Where a student returns to study in the same course following a period of Academic Exclusion of 2 years or less a status of Academic Probation will be applied.

(28) Any student returning to study after a leave of absence or suspension who has an academic standing status of Academic Probation will be required to have an Academic Action Plan in accordance with clause 15(d).

Part B - Courses with Currency Requirements

(29) The currency requirements against which students are assessed for courses of study where these are required are specified in [Schedule 1: Courses with Currency Requirements](#).

(30) 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

(31) 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.

(32) 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](#).

(33) Further information is available in the [Fitness to Practice Procedure](#).

Part D - Appeals

(34) A student can appeal a change to their Academic Standing status. Appeals are governed by the [Appeals Policy](#).

Section 3 - Procedures

Determination of Academic Standing status

(35) A student's Academic Standing status will be updated once final grades have been determined for a study period. A student's Academic Standing status will always reflect the most recent determination of status, regardless of whether a prior session's status update had been delayed.

(36) Where the calculation of Academic Standing status has yet to be finalised a status of Pending will be applied.

(37) Satisfactory is an Academic Standing status will be applied to a student who:

- a. has completed their first study period and has displayed satisfactory academic progression; or
- b. has an Academic Standing status of Satisfactory Standing and continues to display satisfactory academic progression; or
- c. had Academic Standing status of Academic Caution and has displayed satisfactory academic progression in the most recent finalisation of academic standing.

(38) Academic Caution will be applied to a student who:

- a. had Academic Standing status of Satisfactory Standing and has displayed unsatisfactory academic progression in the most recent finalisation of academic standing; or
- b. had Academic Standing status of Academic Probation and has displayed satisfactory academic progression in the most recent finalisation of academic standing.

(39) A student with a standing of Academic Caution will be made aware of relevant academic and/or non-academic support services that may support their return to a Satisfactory status.

(40) Academic Probation reflects a student at significant risk of not meeting Course requirements and is applied to a student who:

- a. has or has had an Academic Standing status of Academic Caution and has continued to display unsatisfactory academic progression in the most recent finalisation of academic standing; or
- b. has an approved Academic Action Plan in place to support a return to satisfactory academic progression but has yet to meet all the requirements of this plan in order to return to a standing of Academic Caution. This may include a student who has returned to study following a period of Academic Exclusion.

(41) Academic Exclusion is an Academic Standing status that reflects a student who has been excluded from study because of ongoing unsatisfactory academic progression. Academic Exclusion may be:

- a. placed at a Course level or extend across all forms of study at the University; and
- b. for a defined period of time or permanent.

(42) The Exclusion of a student on any grounds, including academic, is undertaken by the Deputy Vice-Chancellor (Academic) in alignment with the Delegations of Authority. The Deputy Vice-Chancellor (Academic) may seek recommendation from the relevant Executive Dean or other senior academic member in determining whether Exclusion is an appropriate course of action.

(43) Where a student has a change in grade, such as where a holding grade was in place or following an appeals process, Academic Standing status will be recalculated upon the finalisation of grades, and if there is a change in a student's Academic Standing status, the student will be notified regarding this change.

Development, Implementation and Monitoring of Academic Action Plans for a student placed on Academic Probation

(44) The Pro Vice-Chancellor (Dean of Students), in collaboration with Faculties/College will coordinate the process for students placed on Academic probation requiring an Academic Action Plan.

(45) The Pro Vice-Chancellor (Dean of Students) (or nominee) will make initial contact with a student placed on Academic Probation to establish the likely causes of a student's unsatisfactory academic progress.

(46) The Pro Vice-Chancellor (Dean of Students) (or nominee) will assign responsibility of the development of an Academic Action Plan to an appropriate person within the University based on the student's needs. This may include an individual/team within Faculty/College or a central business unit.

(47) The Academic Action Plan will outline the outcomes a student needs to demonstrate in order to successfully move from Academic Probation to Academic Caution.

(48) The Pro Vice-Chancellor (Dean of Students) will maintain a record of Academic Action Plans and provide oversight of the implementation, monitoring and evaluation of these plans, liaising with the student and key stakeholders as required.

Section 4 - Guidelines

(49) Nil.

Section 5 - Definitions

(50) Academic Action Plan - a plan that supports a student to identify factors that might be contributing to unsatisfactory academic progression, and to develop and implement an intervention strategy to mitigate these factors with an appropriate evaluation approach.

Status and Details

Status	Future
Effective Date	1st January 2027
Review Date	1st January 2032
Approval Authority	Academic Senate
Approval Date	24th March 2026
Expiry Date	Not Applicable
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