

# Academic Progression Procedure

## Section 1 - Purpose

(1) To specify the procedures relating to the progression of students on an approved course of study, leading to qualification for a coursework award.

(2) Students enrolled in practical, clinical or professional programs listed on [Schedule 2: Practical, Clinical and Professional Courses](#) and [Schedule 3: Practical, Clinical and Professional Courses with Fitness to Practice Requirements](#) of the [Academic Progression 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.

### Scope

(3) This Procedure 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.

(4) It is anticipated that the Procedure 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.

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

(6) 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.

## Section 2 - Policy

(7) Refer to the [Academic Progression Policy](#).

## Section 3 - Procedures

### Responsibilities and Required Actions

(8) There is an [Academic Progression Procedure Flowchart](#) available for this Procedure.

### Determination of Results

(9) Academic Standing is determined as part of the process of Ratification of Results and is determined on final grades awarded at the end of Session 1 and Session 2.

(10) Academic Standing is calculated automatically following ratification of results in Session 1 and Session 2 and

students are advised of their status in accordance with the agreed timetable.

(11) Academic Standing is determined on the basis of the credit load passed in the current study period, together with the Academic Standing at the end of the previous study period in which Academic Standing was determined.

(12) All students will receive advice regarding their Academic Standing status.

(13) The communication will include an outline of successive stages of academic progression, the support available to help ensure future success, and the consequences of not meeting progression requirements at each stage.

(14) International students will also be advised of implications for their student visa status.

## Academic Progression Levels

(15) Academic Standing is calculated using two factors:

- a. a student's Academic Standing at the end of the previous study period in which Academic Standing was determined; and
- b. a student's achievement in the current session under consideration.

(16) Academic Standing is generally finalised:

- a. no later than at the Census Date of Session 2, when Session 1 is under consideration; and
- b. no later than at the Census Date of Session 1, when Session 2 is under consideration.

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

(18) 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.

(19) 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.

(20) 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 Conditional Enrolment) no change will be made to Academic Standing in the same period, with Academic Standing to remain as it was at Census Date.

(21) The table below shows a student's Academic Standing as calculated using previous and current Academic Standing.

	Current Academic Standing Status	
Previous Academic Standing status	Satisfactory progress: Student has passed 51% or more of load	Unsatisfactory progress: Student has not passed 51% or more of load
Satisfactory	Satisfactory	Academic Caution
Academic Caution	Satisfactory	Conditional Enrolment
Conditional Enrolment	Academic Caution	Suspension

Suspension	Probation (a)	
Probation	Conditional Enrolment	Exclusion
Exclusion	Satisfactory	Academic Caution (b)

- a. During the two study periods of suspension a student cannot enrol in units that would be undertaken during the suspended period, and must seek academic advice before enrolment in units upon their return.
- b. A student who applies successfully for re-admission following a period of Exclusion, will be placed on Satisfactory Standing for the initial Study Period.

## Support

(22) Faculty staff are responsible for providing appropriate interventions to students in accordance with their Academic Standing status. In addition to support from Faculty staff, Student Wellbeing will assist students experiencing difficulties.

(23) Agreed intervention / action plans will be stored against a student's record, and updated following each engagement.

(24) Reports will be provided to Academic Advisers and others on a periodic basis to monitor Academic Standing and to facilitate proactive intervention where necessary.

(25) The following table shows the support / requirements for students at different levels of Academic Standing.

Status	Meaning	Support / requirements
Satisfactory	The student is making good progress, and has passed 51% or more of attempted load in the study period under consideration.	As required by the student
Academic Caution	The University is concerned about a student's progress, as s/he has not passed 51% or more of the attempted load in the study period under consideration.	It is recommended that the student consult an Academic Adviser for advice on their study plan and subsequent enrolment. The student is encouraged to seek support from Student Wellbeing
Conditional Enrolment	The student is not making satisfactory progress and is in danger of being suspended as s/he has not passed 51% or more of attempted load following a status of Academic Caution	The student is required to consult an Academic Adviser for approval in relation to their study plan and subsequent enrolment. The student is strongly encouraged to seek support from Student Wellbeing
Suspension	The student continues to make unsatisfactory academic progress and is required to take a break from studies, as s/he has not passed 51% or more of load following a status of Conditional Enrolment	The student is required to take a break in their studies, typically for two study periods, but has an automatic right of re-admission to the current version of same course (subject to availability). The student is recommended to seek support from Student Wellbeing whilst on Suspension. A student who is Suspended after Session 1 is eligible to return Session 1 the following year. A student who is Suspended after Session 2 is eligible to return Session 2 the following year. A student returning following a period of suspension is recommended to return in either Session 1 or Session 2. It is not recommended they recommence in Session 3.

Probation	Upon return from Suspension, a student is on Probation, typically this is for one study period.	The student must seek academic advice before enrolment is permitted.
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. The student's progress is such that they are unlikely to complete their course and are required to seek re-admission to the University at the end of the exclusion period.	<p>The student is excluded from the University for a period of 2 academic years and must re-apply for admission if they wish to complete their studies.</p> <p>The student is encouraged to seek appropriate support to develop an action plan to help them get back on track.</p> <p>If they wish to return to the University following a period of Exclusion, the student must lodge an application for re-admission with the appropriate Admissions Office by the deadline advertised, and in the manner prescribed.</p> <p>A student may not apply to study another course at the University during the period of Exclusion.</p>

(26) See [Academic Progression Identification and Support Model](#) for an overview.

## Appeals

(27) A student who has been suspended or excluded under the Academic Progression requirements or who has failed to meet the currency or professional requirements outlined in [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](#), can appeal this decision.

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

## Section 4 - Guidelines

(29) Nil.

## Section 5 - Definitions

(30) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are contained in the [Academic Progression Policy](#).

## 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
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<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	13th September 2016
<b>Expiry Date</b>	25th July 2022
<b>Responsible Executive</b>	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
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