

P21: ACADEMIC PROGRESS

Overseer: PBC Dean of Academics and Research

Approval Authority: PBC Academic Council

Review Schedule: 3 yearly

Next Review Due: Nov 2019

Review Table			
Date	Review Type <ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
14/10/10	Policy amendment	Addition of 1.1.4, 2.2, 2.3, new section 9 Reworked section 8.	Adam Niven David Smith
27/10/10	Policy amendment	5.1.5 updated	Adam Niven David Smith
16/11/12	Policy amendment	Section 3 updated to align with P02.	Adam Niven
01/05/2013	Policy amendment	1.1.5 added. Section 10 updated as Office tracks 'at risk' conditions.	Adam Niven
18/12/14	Scheduled	Conditional and Course Terminated rules revised for clarity. FB replaced by T&LC.	Adam Niven
03/11/16	Scheduled	Removal of 40% requirement	Peter Elliott

1. 'At Risk' Students

- 1.1. A student shall be considered as an 'at risk' student where either:
 - 1.1.1. the student has been absent from two classes without approval
 - 1.1.2. the student has received a grade of between 40 and 49% for more than one assessment item
 - 1.1.3. the student has been designated the status of Conditional Standing
 - 1.1.4. the student has failed to submit an assessment item within 2 weeks of the due date.

2. Course Status

- 2.1. At the end of each Semester, and in accordance with this policy, the Teaching and Learning Committee shall determine the course status of each student.
- 2.2. Satisfactory academic progress is defined as a student who has a status designation of either: Provisional, Good Standing, Conditional Standing.
- 2.3. Unsatisfactory academic progress is defined as a student who has a status designation of: Course Terminated.

3. Provisional

- 3.1. A Student will be considered as provisional standing if they have been allowed entry into the course via Provisional Entry (See P02 Admission Process).
- 3.2. A Student on Provisional Standing will be required to achieve satisfactory progress by achieving Good Standing in their first semester of enrolment.

4. Good Standing

- 4.1. A student will be designated the status of Good Standing where either:
 - 4.1.1. a student's semester average is 50% or over and the student has passed in at least half the units attempted in that semester; or
 - 4.1.2. a student's semester average cannot be calculated by reason of lack of numerical scores and the student has passed at least half of the units attempted in that semester

5. Conditional Standing

- 5.1. A student will be designated the status of Conditional Standing where either:
 - 5.1.1. A student has failed to pass 50% or more of their enrolled units.

6. Course Terminated

- 6.1. A student will be designated as Course Terminated where:
 - 6.1.1. Where a student was designated Conditional Standing for the semester and have failed to pass 50% or more of their enrolled units.

7. Resumption

- 7.1. Where a student's course has been terminated, they will not be eligible to seek re-enrolment in the course for a period of one academic year from the date of exclusion, unless subsequent re-enrolment is approved by the Teaching and Learning Committee on the recommendation of their Faculty Advisor.
- 7.2. Where a student returns to the course after termination, their status shall be Conditional Standing.

8. Notification of Students

- 8.1. Students who have been designated a status of Conditional Standing will receive written notice of their course status. They will be required to discuss with their Faculty Advisor options or measures required for returning to Good Standing.
- 8.2. If a student has been designated as Course Terminated, they will receive written notice of their course status. This will include:
 - 8.2.1. A request for the students to meet with the Dean of Academics and Research to discuss if there are any possibilities for their continued study (e.g. studying at a lower course level, studying fewer units etc.)
 - 8.2.2. Notification that a student has 20 working days to access the P28 Academic Policy to appeal the decision.
 - 8.2.3. For Overseas Students notification of PBC's requirement to inform the Secretary of DEEWR of the student's course standing and PBC's intention to do so and that this may impact on the student's visa.

9. Notification of DEEWR for Overseas Students

- 9.1. PBC will inform the Secretary of DEEWR through PRISMS of all Overseas Students who have received the designation of Course Terminated.
- 9.2. Notification will take place as soon as practicable after:
 - 9.2.1. The student's written indication that they will not appeal the decision, or
 - 9.2.2. The elapse of the nominated 20 working days without the student accessing the appeals process, or
 - 9.2.3. The student accesses the appeals process and withdraws from the process in writing before its completion, or

- 9.2.4. The student accesses the appeals process and at the completion of the process the result is a decision supporting PBC.

10. Intervention Strategy

- 10.1. The College office monitors the attendance records, assessment submissions, and assessment grades to identify 'at risk' students.
- 10.2. Students who are designated Conditional Standing will be identified at the end of each semester.
- 10.3. Upon notification of an 'at risk' student, the College office will contact the Dean of Studies and the Dean of Students to notify them of the 'at risk' student and the requirement to implement this intervention strategy.
- 10.4. Where a student has been designated as Conditional Standing a written notification of the students standing will be sent to the student, including notification of their requirement to meet with the Dean of Studies.
- 10.5. The Dean of Studies will, in consultation with the student, put in place strategies to assist the student to return to Good Standing.
- 10.6. Other 'at risk' students will be contacted within 7 days of being identified and be invited to meet with the Dean of Studies to discuss their current position and options or measures required to avoid failing the identified unit(s). Such measures may be:
 - Application for extension of work
 - Reminding student of attendance requirements
 - Identification of appropriate study groups, or students capable of assisting at risk student
 - Directing student to appropriate guidelines which may assist the student in improving their work
- 10.7. The Dean of Studies may also liaise with Unit Lecturers for the 'at risk' student to identify possible options to allow the student to complete the unit(s). Such measures may include penalties dependent on the circumstances of the 'at risk' student.
- 10.8. 'At risk' students will also be provided with any appropriate student support services which may assist in their continued progression within the course.