COURSE PROGRESS POLICY

Approved by: UOW College Academic Board  
Date: 11 June 2015

Date Effective: 11 June 2015  
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Revision: 12

Custodian: Program Manager Academic & English Language Centre Manager

Supporting Documents, Procedures & Forms:
- Admissions Policy
- Attendance Policy
- Course Progress Policy and Procedures for CRICOS Providers of VET Courses (The Course Progress Policy)
- Student Grievance Policy
- Student Handbook
- UOW Records Management Policy

References & Legislation:
- National Code of Practice for Providers of Education and Training to Overseas Students 2007 (National Code)
1 Purpose of Policy

1.1 This policy establishes:

a. the requirements, definitions and procedures to be used in determining the standards of acceptable course progress,

b. definitions of the roles and responsibilities of UOW College (the College) staff and students with regard to course progress, and

c. descriptions of the resources and choices available to assist students at risk of not achieving course progress standards.

2 Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition (with examples if required)</th>
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<tbody>
<tr>
<td>Active</td>
<td>Course status on which a student commences their studies and the course status applied where a student on a course status of referral has achieved satisfactory course progress.</td>
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<td>Course Progress</td>
<td>Assessed satisfactory advancement within a course toward the completion of that course.</td>
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<td>Course Status</td>
<td>Category of enrolment determined by assessed course progress.</td>
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<td>Cycle</td>
<td>A defined period of study in a UOW College English Language course.</td>
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<td>Exclusion/Excluded</td>
<td>Course status following probation where a Student’s course progress has again been deemed unsatisfactory and that Student must re-apply for admission to the College after the defined period of exclusion.</td>
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<td>Intervention Strategy</td>
<td>Systematic plan of action, adapted to assist students in meeting satisfactory course progress.</td>
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<td>Leave of Absence</td>
<td>A period of approved leave from the College.</td>
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<td>Learning Contract</td>
<td>An individualised support program tailored to suit the needs of the student as required. Developed by Student Advisor.</td>
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<tr>
<td>Official Notification</td>
<td>Written information delivered in hard copy or electronically to the address(es) provided by the student.</td>
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<td>Probation</td>
<td>Course status following referral where a student’s course progress has again been deemed unsatisfactory.</td>
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<tr>
<td>Referral</td>
<td>Course status where a student on a course status of active in the previous monitoring period has not achieved satisfactory course progress, or where a</td>
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<td><strong>Restricted</strong></td>
<td>Course status where a student has been excluded and the student is engaged in the grievance process in an appeal against this exclusion (where the outcome of an appeal is pending or the timeframe to submit another appeal has not expired).</td>
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<td><strong>Session</strong></td>
<td>Defined period for academic programs of study comprising fourteen weeks.</td>
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<tr>
<td><strong>Student</strong></td>
<td>A person who is enrolled in any course or program offer at, or in conjunction with, the College. For vocational, this may be referred to as ‘learner’.</td>
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</table>
| **Study Period** | **English Language Programs:**  
  - For courses 24 weeks or less, the study period is equal to the course length;  
  - For courses greater than 24 weeks, the initial study period is defined as 6 weeks.  
  **Academic Programs**  
  - The study period is defined as 1 session  
  **VET accredited courses**  
  The study period is defined as a unit of competency or course. |
| **Subject** | A self-contained unit of study or vocational unit of competency in any course or program offered at, or in conjunction with, UOW College. |
| **Teacher** | A staff member (whether permanent, sessional, or casual) who carries out teaching or training responsibilities under the authority of a Head of Program, Course Coordinator or Subject Coordinator. |
3 Application & Scope

3.1 This policy applies to all students enrolled in:

a. English language programs (on a student visa)

b. UOW College Higher Education Programs – (Diplomas)

c. UOW accredited courses - Foundation Studies 2-Session Program (FSP), Foundation Studies Extended (3-Session Program) and Special Tertiary Entrance Program (STEP), University Entrance Certificate (UEC).

3.2 Excluded from the scope of this policy are students enrolled in UOW College vocational programs and the University Access Program (UAP).

3.3 Students enrolled in UOW College vocational courses are to refer to the Course Progress Policy and Procedures for CRICOS Providers of VET Courses (The Course Progress Policy) available on the UOW College website at www.uowcollege.edu.au/policies.

4 Policy Principles

4.1 The principles guiding this policy are:

a. all students shall be treated fairly and openly,

b. all students are responsible for their own course progress,

c. appropriate support shall be offered to students identified as at risk of not achieving satisfactory course progress, and

d. appropriate information shall be made available to students identified as at risk of not achieving satisfactory course progress regarding their course status regarding their course status.

4.2 Underlying the requirements, definitions, and procedures of this policy are the principles of equity, consistency, transparency and natural justice.

5 Monitoring Progress

5.1 Course progress is assessed at the end of each session for academic programs.

5.2 Course progress is assessed at the end of each cycle or course for English language programs.
5.3 The length of study period will be referred to as a term, semester, or cycle, dependent on what course the student is enrolled in.

6 Satisfactory Course Progression

English Language Program Students

6.1 A student in an English language program will normally meet satisfactory course progress if they:

a. maintain class attendance in accordance with the Attendance Policy [uowcollege.edu.au/policies],

b. participate in class,

c. complete homework and class assignments,

d. complete all scheduled tests,

e. demonstrate improved language skills, and

f. meet the entry requirement for the higher level course.

6.2 As a normal part of language development, students may need to study a level more than once to progress. This does not necessarily constitute unsatisfactory course progress.

6.3 Where a student is deemed not to have achieved satisfactory course progress, they will be required to meet with a Student Advisor. At this meeting the Student Advisor may refer the student to additional student services appropriate for the student’s needs. This may include additional language support programs, student counselling and disability services.

6.4 Students requiring additional support may also be placed on a formal learning contract developed with the Head of Program or Student Advisor.

6.5 The Student Advisor will assist the student in formalising and signing a learning contract outlining the agreed study conditions.

6.6 A student in an English language program will not normally be subject to formal course progress requirements (as outlined in sections 8 and 9 of this policy). However, repeated failure to satisfy one or more of the elements outlined in section 6.1 above may make it necessary to formalise course progress requirements.
UOW College Higher Education Programs

6.7 A student in UOW College higher education program will meet satisfactory course progress if they:

a. pass at least 50% of the subjects attempted in the session, defined as two out of three, or two out of four subjects attempted, and
b. achieve a minimum result in specified subjects as outlined in the Student Handbook, and
c. meet any attendance requirements specified in subject outlines.

Foundation Studies Programs, STEP, and UEC

6.8 A student in academic Foundation Studies Programs (2-Session and Extended), STEP, and UEC program will meet satisfactory course progress if they either:

a. meet the minimum progression requirements, as outlined in the Student Handbook, in each session, which includes:
   i. achieving the required minimum Weighted Average Mark (WAM) as outlined in the Student Handbook for the student's enrolled course,
   ii. achieving the required minimum result in specified subjects as outlined in the Student Handbook, and
   iii. meeting any attendance requirements specified in subject outlines, or
b. satisfy the Alternative Rules for FSP/STEP/UEC Progression Conditions, as outlined in the Student Handbook, in the session.

6.9 The following also applies to students.

6.9.1 Subjects, where performance is determined satisfactory or unsatisfactory, the grade of satisfactory is a passing grade and the grade of unsatisfactory is a failing grade.

6.9.2 Where the student has withheld grades in 50% or more of credit points attempted, or where that student has a combination of failing grades and withheld grades totalling 50% or more of subjects attempted the student will be deemed to not meet satisfactory course progress requirements.
7 Course Status - Active

7.1 At the commencement of studies all students have an course status of active unless otherwise notified.

7.2 A student, who has met satisfactory course progress requirements, as specified in section 6, is enrolled on an active course status.

7.3 A student on an active course status who has not met satisfactory course progress, as specified in section 6, shall be placed on a course status of referral.

7.4 A student on an active course status who is deemed not yet competent shall have their course status assessed when final grades are declared. Where a student who is deemed not yet competent and;

7.4.1 Has met satisfactory course progress, the student shall be returned to an active course status.

7.4.2 Has not met satisfactory course progress, the student shall be placed on a course status of referral.

8 Course Status - Referral

8.1 A student will be placed on a course status of referral as outlined by section 7.3.

8.2 When a student is placed on a course status of referral, or placed on a pending course status, the College shall activate an intervention strategy which will be utilised by that student to assist in meeting satisfactory course progress requirements.

8.3 A student placed on an intervention strategy is required to provide the signed intervention strategy on enrolment prior to being able to enrol in future subjects or study periods.

8.4 When an intervention strategy is activated for a student placed on referral, the students must arrange an interview with a Student Advisor. At this meeting, the Student Advisor will:

8.4.1 Have the student explain the factors contributing to their failure to achieve satisfactory course progress requirements.

8.4.2 Provide academic advice regarding language and learning support, option of a leave of absence, and learning strategies effective in the relevant discipline or area of study.

8.4.3 The Student Advisor must recommend programs of study to aid students in meeting satisfactory course progress requirements for the next session.
8.4.4 The Student Advisor will assist the student in formalising and signing a learning contract, outlining agreed study conditions.

8.4.5 Should the relevant Head of Program decide that it will be in the best interests of the student to be placed on a reduced study load for the following session, the Head of Program or Student Advisor must inform the student of this decision.

8.5 If the student disagrees with the Head of Program’s decision, the student should first refer to the Student Grievance Policy. The student must then make an appointment to see the relevant Head of Program before the end of week 1 of the following session.

8.6 A student on a course status of referral who meets the satisfactory course progress, as specified in section 6, in the following or subsequent academic session shall be returned to an active course status.

8.7 A student on referral who does not meet the satisfactory course progress, as specified in section 6, in the following or subsequent academic session shall be placed on a course status of probation.

8.8 A student on a course status of referral who is deemed not yet competent in the following or subsequent academic session shall have their course status reassessed when final grades are declared.

8.9 Where such a student:

8.9.1 Has met satisfactory course progress, the student shall be returned to an active course status.

8.9.2 Has not met satisfactory course progress, the student shall be placed on a course status of probation.

9 Course Status - Probation

9.1 A Student who has a course status of referral and does not pass more than 50% of the subjects attempted in the next or subsequent study period will be placed on a course status of probation.

9.2 When a student is placed on a course status of probation, the student must arrange a meeting with a Student Advisor or Head of Program. At this meeting, the Student Advisor or Head of Program will:
9.2.1 Have the student explain the factors contributing to not meeting satisfactory course progress requirements.

9.2.2 Provide academic advice regarding language and learning support, leave of absence, and learning strategies effective in the relevant discipline or area of study will be provided to the student.

9.2.3 Assist the student in producing a written plan which should describe the means by which that student will attempt to meet satisfactory course progress requirements in the following session.

9.2.4 Recommend any appropriate programs of study to aid students in making satisfactory course progress requirements.

9.2.5 Assist the student in formalising and signing a learning contract, outlining agreed study conditions.

9.2.6 Should the relevant Head of Program decide that it will be in the best interests of the student to be placed on a reduced study load for the following session, the Head of Program or Student Advisor must inform the student of this decision.

9.3 If the student disagrees with the Head of Program’s decision, the student should first refer to the Student Grievance Policy. The student must then make an appointment to see the Head of Program before the end of week 1 of the following session.

9.4 The Student Advisor or Head of Program may refer the student to additional student services appropriate for the student’s needs. This may include student counselling, disability services etc.

9.5 A student on probation who meets satisfactory course progress, as specified in section 6, in the following or subsequent academic session or, for English language programs, cycle or course will be returned to a course status of referral.

9.6 A student on probation who does not meet satisfactory course progress requirements, as specified in section 6, in the following or subsequent academic session or, for English language programs cycle or course, shall be excluded from the College, for a minimum of one session or cycle, subject to the student accessing the appeals process.

9.7 A student on probation who is deemed not yet competent in the following or subsequent academic session or, for English language programs cycle or course and, according to the provisions of section 9.5, is to be excluded shall be permitted to enrol in the subsequent
session or cycle with a course status of pending until such time as their grades are declared and their status can be reassessed.

9.7.1 A student on probation who has been deemed not yet competent and has met satisfactory course progress shall be returned to a referral course status.

9.7.2 A student on probation who has been deemed not yet competent and has not met satisfactory course progress shall be excluded from the College, subject to the student accessing the appeals process.

10 Appealing Exclusion

10.1 A student who is excluded from the College may appeal that decision in writing in accordance with the Student Grievance Policy www.uowcollege.edu.au/policies.

10.2 A student has the right to lodge a grievance where there is evidence of maladministration or misconduct by UOW College or the University of Wollongong.

10.3 A student who has lodged an appeal in accordance with the Student Grievance Policy as outlined above shall be entitled to enrol provisionally at the College with a course status of probation until the completion of the appeals process.

10.4 A student whose external appeal against exclusion is unsuccessful, shall be withdrawn from subjects in their current session, have their enrolment changed to excluded and will be excluded for a subsequent session. For full fee paying students refunds will be assessed in accordance with the Fees and Refund Policy www.uowcollege.edu.au/policies.

10.5 A student who does not access the student appeals process by the due date, as outlined by the Student Grievance Policy, or discontinues the appeals process at any point, shall be excluded from further enrolment at the College, effective immediately. Course status on student record is updated to excluded.

10.6 A student, who is dissatisfied with the outcome or conduct of an appeal within the College or the University of Wollongong, may appeal to an external agency in accordance with the Student Grievance Policy www.uowcollege.edu.au/policies.

10.7 Where a student appeals to an external authority, the College will maintain their enrolment pending the outcome of the appeal. The student will be permitted to enrol at the College under the same conditions as probation.
10.8 International students who choose to appeal to an external agency must notify the College of this decision and provide details of the external agency within 10 working days of being notified of the outcome of the last stage of their internal appeal.

10.9 If a student does not provide this information to the College within 10 working days, the College will report the student to the Immigration Department for not achieving satisfactory course progress.

11 Communication

11.1 Students placed on referral, probation, or pending course status shall be officially notified via SOLS Mail or email, and advised of their rights and responsibilities and whether they have been placed on a reduced study load for the ensuing session.

11.2 Students shall be officially notified of the services available to assist them in making adequate course progress.

11.3 Where a student meets with a Head of Program or Student Advisor to discuss the implementation of an intervention strategy the Head of Program or Student Advisor shall record the date and the details of the intervention strategy devised. The student shall acknowledge the recommendations made and determine the learning contract.

11.4 Records of intervention strategies and learning contracts shall be noted on student files by the College.

11.5 Where a student has not met satisfactory course progress and that student course status is to be that of excluded, there shall be written notice of exclusion, written notification of the appeals procedure, and information on how students may access that procedure.

11.6 Where a student does not agree with a decision made in relation to their course progress, they have the right to appeal as outlined in the Student Grievance Policy.

12 International Students on Student Visas

12.1 The College has an obligation, in compliance with the National Code, to report international students on student visa that has been assessed as not achieving satisfactory course progress.

12.2 An international student on a student visa who is on probation and does not meet satisfactory course progress in the following session will be reported to the Immigration Department.
12.3 There shall be written notice to the student of the College’s intention to report to the Immigration Department, written notification of the appeals procedure and information on how students may access that procedure.

13 Applying for Re-Admission

13.1 After a period of exclusion for one session, an excluded student may apply directly to the College for re-admission at the end of the period of exclusion. Re-admission is not automatic and may be refused on grounds including, but not limited to:

a. the student’s application no longer meets admission requirements,

b. the UOW College General Manager has limited the number of applicants to be granted admission, and/or

c. The UOW College General Manager has limited the number of places available in the course of subject.

5.4 Students applying for re-admission are advised to speak with the Student Advisor prior to making their application.

5.5 Any re-enrolment pending the outcome of an appeal decision must be completed in accordance with the rules specified in the Admissions Policy www.uowcollege.edu.au/policies.

5.6 Any student who is seeking re-enrolment and who has been notified of possible exclusion must meet with the relevant Head of Program. At the meeting the Program Manager will follow the steps outlined in 9.1 and will outline any possible financial implications.

14 Roles & Responsibilities

14.1 It is the responsibility of the Head of Program or the Student Advisor to ensure the following occur.

14.1.1 Identify and recommend appropriate intervention strategies for specific students.

14.1.2 Keep records of intervention strategies and in the case of Foundation Studies Program and STEP students, ensure records are in keeping with the UOW Records Management Policy.

14.2 It is the responsibility of the student to:

14.2.1 Ensure they achieve satisfactory course progress.
14.2.2 Engage and follow up with Student Advisors on any recommended intervention strategy in order to return to a course status of active.

14.2.3 Advise the College or University as appropriate, of the matters referred to in section 10.8 (where applicable) within 10 working days.

### Version Control and Change History

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<tr>
<th>Version Control</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>1</td>
<td>16/11/07</td>
<td>WCA Academic Board</td>
<td>Changes to terminology, removal of grievance procedure information, details of external appeals to be provided by students added</td>
</tr>
</tbody>
</table>
| 2               | 20/10/08       | WCA Academic Board | Removal of: 
- attendance requirement for course progress for academic programs  
- readmission is not automatic & may be refused |
| 3               | 09/02/09       | WCA Academic Board | Course progress requirements for FSP/STEP updated in line with FSP review (6.3), course status to revert to active at commencement of a different course added (5.2), 7.2.2 a-d added, 7.3.2 e added and section 7.4 outlining policy for students on exclusion added. |
| 4               | 22/07/10       | WCA Academic Board | Course progress requirements for Diplomas updated to include additional requirement to achieve minimum results in specified subjects |
| 5               | 20/06/11       | ITC Quality Manager | Updated for name change |
| 6               | 15/09/11       | Academic Board | Definition of session added |
| 7               | 17/04/12       | Lynette Harris | FSP 3 renamed to FSP Extended.  
5.2 amended and 5.3 added to ensure course status reflects student's performance in previous session.  
Reduced study load information added to 7.2.2 and 7.3.2. Information about right to appeal added to 7.2.2, 7.3.2 and 8.6. |
| 8               | 11/06/2015     | UOW College Academic Board | Custodian changed from PM Curriculum |
| 9               | 27/06/2012     | Ian Tobin | References to study period deleted.  
References to study period throughout policy removed and updated. |
| 10              |                |             | Changes to formatting, provision of 'The Course Progress Policy' for Vocational |

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<td>Students, inclusion of English Language Specific provisions, and transfer to new template.</td>
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<tr>
<td>12</td>
<td>21/07/2016</td>
<td>Compliance Officer</td>
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<tr>
<td></td>
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<td>Minor change only – College branding and document format updated.</td>
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