Course Progress Policy
# COURSE PROGRESS POLICY

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<th>Approved by:</th>
<th>UOW College Academic Board</th>
<th>Date:</th>
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**Supporting Documents, Procedures & Forms:**
- Student Handbook
- Student Grievance Policy & Procedure – Academic
- Attendance Policy
- Admissions Policy

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

1.1 The course progress 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

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

1.2 The course progress policy should be read in conjunction with the Course Progress section of the College Student Handbook.

2. Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>teaching staff</td>
<td>any person who carries out teaching responsibilities</td>
</tr>
<tr>
<td>active</td>
<td>course status where student course progress has been satisfactory</td>
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<tr>
<td>course progress</td>
<td>assessed advancement within a course toward the completion of that course</td>
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<tr>
<td>course status</td>
<td>category of enrolment determined by assessed course progress</td>
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<tr>
<td>credit point</td>
<td>the value attached to a subject that indicates study load</td>
</tr>
<tr>
<td>cycle</td>
<td>defined period of study for English Language students comprising of six weeks of study</td>
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<tr>
<td>exclusion</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</td>
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<tr>
<td>intervention strategy</td>
<td>systematic plan of action, adapted to assist students in meeting satisfactory course progress</td>
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<tr>
<td>leave of absence</td>
<td>a period of approved leave from the College</td>
</tr>
<tr>
<td>Word/Term</td>
<td>Definition</td>
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<tr>
<td>natural justice</td>
<td>principles that ensure that decision-making is fair and reasonable - these involve decision-makers informing people of the case against them or their interests, giving them a right to be heard, not having a personal interest in the outcome, and acting only on the basis of logically probative evidence</td>
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<tr>
<td>not yet competent</td>
<td>designation of a student who has a majority of grades undeclared or, a majority of undeclared and failing grades</td>
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<tr>
<td>official notification</td>
<td>written information delivered in hard copy or electronically</td>
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<tr>
<td>pending</td>
<td>course status where a student has been deemed not yet competent</td>
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<tr>
<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>reduced study load</td>
<td>a study load determined by the Program Manager for a student on Referral or Probation status, which is less than a normal full-time study load in a session</td>
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<tr>
<td>referral</td>
<td>course status following active where a student’s course progress has been deemed unsatisfactory</td>
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<tr>
<td>restricted</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 (i.e. the outcome of an appeal is pending or the timeframe to submit another appeal has not expired)</td>
</tr>
<tr>
<td>session</td>
<td>defined period of study comprising fourteen weeks for academic programs</td>
</tr>
<tr>
<td>student</td>
<td>a person registered for a course</td>
</tr>
<tr>
<td>study plan</td>
<td>suggested arrangement of study to improve student progress</td>
</tr>
<tr>
<td>subject</td>
<td>a self-contained unit of study identified by a unique code</td>
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3. **Application & Scope**

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).

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 learning support shall be offered to students identified as at risk of not achieving satisfactory course progress

d. appropriate information shall be made available to students identified as at risk of not achieving satisfactory course progress 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 and cycle or course for English language programs.

5.2 A student on a course status of referral or probation who satisfactorily completes one course and in a subsequent session or cycle enrols in a different course as specified in section 3, shall be returned to an active course status at the commencement of that course.

5.3 A student on a course status of referral or probation, with the exception of those students to which 5.2 applies, who, in a subsequent session or cycle enrols in a different course as specified in section 3, will remain on
a course status of referral or probation at the commencement of that course, unless academic approval is obtained to return on an active course status.

6. **Identification**

6.1 A student in **English language** programs normally meets satisfactory course progress if they:

   a. maintain class attendance in accordance with the Attendance Policy [www.uowcollege.edu.au/policies](http://www.uowcollege.edu.au/policies)
   
   b. participate in class
   
   c. complete homework and class assignments
   
   d. complete all scheduled tests
   
   e. demonstrate improved language skills
   
   f. meet the entry requirement for the higher level course.*

* 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.

6.2 A student in **UOW College Higher Education programs** meets satisfactory course progress if they:

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

6.3 A student in academic **Foundation Studies Programs (2-Session and Extended)** and **STEP** meets satisfactory course progress if they either:

   i) meet the Minimum Progression Requirements, as outlined in the Student Handbook, in the session, which includes

      a. achieving a minimum Weighted Average Mark (WAM) as outlined in the Student Handbook
      
      b. achieving a minimum result in specified subjects as outlined in the Student Handbook
c. meeting any attendance requirements specified in subject outlines

or

ii) satisfy the Alternative Rules for FSP/STEP Progression conditions, as outlined in the Student Handbook, in the session.

6.4 For students studying in the programs outlined in 6.1, 6.2 and 6.3 the following also applies:

a. subjects where performance is determined satisfactory or unsatisfactory, the grade satisfactory is a passing grade and unsatisfactory is a failing grade

b. 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 not yet competent.

7. Course Status

7.1 Active

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

7.1.2 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.

7.1.3 A student on an active course status who is deemed not yet competent shall have their course status reassessed when final grades are declared.

7.1.4 A student deemed not yet competent who has met satisfactory course progress shall be returned to an active course status.

7.1.5 A student deemed not yet competent who has not met satisfactory course progress shall be placed on a course status of referral.
7.2 On Referral

7.2.1 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 may be utilised by that student to assist in meeting satisfactory course progress.

7.2.2 When the intervention strategy is activated for students placed on referral those students shall arrange an interview with a Student Advisor. At that meeting the Student Advisor will:

a. have the student explain the factors contributing to not meeting satisfactory course progress

b. give academic advice regarding language and learning support, leave of absence, and learning strategies effective in the relevant discipline or area of study

c. recommend programs of study to aid students in making adequate course progress.

d. have the student sign a learning contract outlining study conditions.

e. outline any decision made by the Academic Program Manager to place the student on a reduced study load for the session. *

* If the student disagrees with the Academic Program Manager’s decision, the student should first refer to the Student Grievance Policy and Procedure - Academic. The student must then make an appointment to see the Academic Program Manager before the end of week 1 of session.

7.2.3 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 or, for English language programs, cycle or course, shall be returned to an active course status.
7.2.4 A student on referral who does not meet the satisfactory course progress, as specified in section 6, in the following or subsequent academic session or, for English language programs, cycle or course shall be placed on a course status of probation.

7.2.5 A student on a course status of referral who is deemed not yet competent in the following or subsequent academic session or, for English language programs, cycle or course shall have their course status reassessed when final grades are declared. A student on referral and deemed not yet competent who has met satisfactory course progress shall be returned to an active course status. A student on referral and deemed not yet competent who has not met satisfactory course progress shall be placed on a course status of probation.

7.3 On Probation

7.3.1 A student who is placed on a course status of probation shall meet with a Student Advisor or Program Manager.

7.3.2 At that meeting the Student Advisor or Program Manager will:

a. Have the student explain the factors contributing to not meeting satisfactory course progress

b. give academic advice regarding language and learning support, leave of absence, and learning strategies effective in the relevant discipline or area of study

c. have the student produce a written plan describing the means by which that student will attempt to meet satisfactory course progress in the future

d. recommend programs of study to aid students in making adequate course progress.

e. have the student sign a learning contract outlining study conditions.
f. outline any decision made by the Academic Program Manager to place the student on a reduced study load for the session.*

* If the student disagrees with the Academic Program Manager’s decision, should first refer to the Student Grievance Policy and Procedure - Academic. The student must then make an appointment to see the Academic Program Manager before the end of week 1 of session.

7.3.3 The Student Advisor or Program Manager may refer the student to services appropriate to that student’s needs such as counselling.

7.3.4 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 referral status.

7.3.5 A student on probation who does not meet satisfactory course progress, 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 appeals process.

7.3.6 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 7.3.5 is to be excluded shall be permitted to enrol in the subsequent session or cycle in a pending status until such time as their grades are declared and their status can be reassessed.

7.3.7 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. 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 appeals process.
7.4 Pending Exclusion:

7.4.1 A student who does not submit an appeal by the due date, or discontinue the appeals process at any point, shall be excluded from further enrolment, effective immediately. Course status on student record is updated to excluded.

7.4.2 A student whose appeal against exclusion is successful shall be returned to a course status of probation.

7.4.3 Domestic students:
A domestic 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 of 14 weeks.

7.4.4 International students:
An international student whose external appeal/s against exclusion are unsuccessful, shall be withdrawn from subjects in their current session, have their enrolment changed to excluded and will be excluded for a subsequent session of 14 weeks.

7.4.5 Where an international student appeals to an external authority, the College will maintain their enrolment on a status of restricted pending the outcome of the appeal. The student will be permitted to enrol at the College under the same conditions as probation pending the outcome of the appeal.

Any re-enrolment pending the outcome of an appeal decision must be completed in accordance with the rules specified in the Admissions Policy.

Any student who is seeking re-enrolment and who has been notified of possible exclusion must meet with the Program Manager. At the meeting the Program Manager will follow the steps outlined in 7.3.2 and will outline any possible financial implications.
8. Communication

8.1 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.

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

8.3 Where a student meets with a Student Advisor or Program Manager to discuss the implementation of an intervention strategy the Student Advisor or Program Manager shall record the date and the details of the intervention strategy devised. Students shall acknowledge the recommendations made.

8.4 Records of intervention strategies shall be noted on student files by the College.

8.5 Where a student has not met satisfactory course progress and according to the provisions of section 7.3.5 that student is excluded there shall be written notice of exclusion, written notification of the appeals procedure and information on how students may access that procedure.

8.6 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 and Procedure – Academic.

9. Students Studying on a Student Visa

9.1 It is the College’s obligation, in compliance with the National Code, to report an international student on a student visa that has been assessed as not achieving satisfactory course progress.

9.2 An international student on a student visa who is on probation and does not meet satisfactory course progress in the following or subsequent session will be reported to the Department of Immigration and Citizenship (DIAC). 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.
10. Appealing Exclusion and/or Reporting to the Immigration Department

10.1 Any student who is excluded from the College and/or is to be reported to the Immigration Department for not achieving satisfactory course progress may appeal the decision. Refer to section 7 in the Student Grievance Policy & Procedure – Academic for information on the appeal procedure. The Student Grievance Policy & Procedure – Academic can be accessed at www.uowcollege.edu.au/policies.

10.2 Any 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. Students have the right to make a complaint where there is evidence of maladministration or misconduct by UOW College or the University of Wollongong.

10.3 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. If the 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. Applying for Re-admission

11.1 After a period of exclusion, an excluded student may apply directly to the College for re-admission at the end of the period of exclusion.

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

12. Roles & Responsibilities

12.1 It is the responsibility of the Student Advisor or Program Manager to:

   a. identify and recommend appropriate intervention strategies

   b. 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.
12.2 It is the responsibility of the student to:

a. ensure their satisfactory course progress

b. engage and follow up with recommended intervention strategy and

c. advise the College or University as appropriate of the matters referred to in section 10.3 (where applicable) within 10 working days.

13. Version Control and Change History

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<tr>
<th>Revision No.</th>
<th>Date Approved</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>8/11/07</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>
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| 2            | 14/08/08      | 20/10/08       | WCA Academic Board | Removal of:
|              |               |                |             | • attendance requirement for course progress for academic programs
|              |               |                |             | • readmission is not automatic & may be refused |
| 3            | 27/11/08      | 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            | 04/06/10      | 28/06/10       | WCA Academic Board | Course progress requirements for Diplomas updated to include additional requirement to achieve minimum results in specified subjects |
| 5            | 22/07/10      | 22/07/10       | WCA Academic Board | Updated for name change |
| 6            | 20/06/11      | 20/06/11       | ITC Quality Manager | Definition of session added |
| 7            | 14/07/11      | 14/07/11       | Ian Tobin | 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            | 17/04/12      | 17/04/12       | Lynette Harris | Custodian changed from PM Curriculum |
| 9            | 27/06/012     | 01/07/12       | Ian Tobin | Definition of study period deleted. References to study period throughout policy removed and updated. |