

<b>Institution</b>	Universal Higher Education (UHE)
<b>Policy name</b>	Academic Progress Policy
<b>Policy Governance</b>	Academic Board

### 1. Introduction

This policy describes the requirements and principles governing academic performance and progression within UHE courses.

### 2. Policy principles

UHE is committed to the maintenance of academic standards and high-quality graduate outcomes for all courses. Students are expected to maintain a satisfactory level of academic performance to be permitted to progress through a course. Students who do not meet the required levels of academic performance will be identified and offered advice and support and may be required to demonstrate why they should be allowed to continue in the course.

Unsatisfactory progress may have consequences for students, such as conditions imposed on enrolment or exclusion from a course.

UHE adheres to the principles of natural justice when making decisions regarding academic progress, including:

- Students have access to clearly defined processes regarding academic performance and progress review
- Students are provided with clear and timely information regarding any unsatisfactory progress
- Students are given the right and opportunity to present their case
- Academic progress issues are considered in a timely and efficient manner
- Students are treated impartially and equitably during all stages of a progress review process

### 3. Satisfactory academic performance

Students are expected to maintain a satisfactory level of academic performance which will allow for satisfactory academic progression through a course. Satisfactory performance is demonstrated through taking reasonable attempts to achieve passing grades in subjects in which students are enrolled and by maintaining a level of enrolment which will lead to the completion of a course within the time limits. The time limit for bachelor's degrees is four years of full-time study, or seven years of part time study.

### 4. Unsatisfactory academic performance

Unsatisfactory academic performance is defined below:

- Achieving a low-grade point average
- Failing a subject more than once
- Exceeding the maximum time limit for completion of an award course
- Failing to comply with course progress requirements under the Education Services for Overseas Student Act 2000.

Unsatisfactory academic performance may result in:

- Being placed on probation
- Being excluded

## **5. Monitoring academic performance**

Students who meet one or more of the conditions outlined in unsatisfactory academic performance are identified biannually at the end of Semesters 1 and 2. Students who have been identified as having unsatisfactory academic performance will be notified of the reasons why their academic progress is deemed unsatisfactory.

## **6. Early intervention for students identified as at-risk**

First year students identified as at-risk of progressing to probation (e.g. GPA less than 4 or multiple fail grades) will be notified that they are at risk of unsatisfactory academic progress and urged to participate in opportunities designed to improve their academic performance.

## **7. Exceeding course time limits**

Students who exceed time limits for the completion of award courses will be considered in the first instance by the Registrar. Where no extenuating circumstances exist to support a case for either probationary enrolment or no change to enrolment status at all, students will be excluded.

## **8. Probationary enrolment**

Probationary enrolment indicates that academic progress has been unsatisfactory. Students will be notified of their enrolment status and should take action to improve their academic performance. Students are placed on probationary enrolment if they:

- achieve a semester grade point average of less than 3.0 during the semester under consideration and/or
- are awarded a failing grade in a subject which they have previously failed in their current or any other course of study at UHE.

## **9. Exclusion**

Students may be excluded from their course for unsatisfactory academic progress. A student who is excluded from a course of study is not permitted to enrol in any subject forming part of that course.

**Students are excluded from a course if they:**

- achieve a semester grade point average of less than 3.0 in two consecutive semesters of their study in the course and/or
- fail the same subject three times in their current or any other course of study at UHE.

Students will receive a notice of exclusion, together with advice that they have a right to appeal to UHE if they consider their circumstances to be extenuating.

Students who have already commenced studies in a teaching period when identified for exclusion will be placed on probation and permitted to continue studies in that teaching period only. Following completion of the teaching period, students will be excluded subject to the outcome of an appeal.

The Registrar may exclude a student from all UHE subjects and courses if the student has been excluded previously from another course in UHE.

In accordance with the Education Services for Overseas Student Act 2000 (ESOS Act), all international student visa holders who have been excluded will be reported to the designated Australian Government department for breach of the student condition relating to satisfactory academic performance.

### **10. Right to appeal**

A student who receives notification of exclusion has the right to appeal explaining why he/she should not be excluded.

### **11. Lodging an appeal**

Appeals against exclusion must be lodged by the date specified in the notice which advised the student of the exclusion. UHE is not obliged to consider an appeal lodged after this date.

### **12. Status of students awaiting the outcome of an appeal**

UHE will make determinations on appeals against exclusion as soon as practicable but will not necessarily resolve any case before the commencement of the next teaching period.

Students whose appeals will not be resolved before the commencement of the teaching period (where the delay is not the fault of the student) will be authorised to enrol and fully participate in subjects pending the outcome of the appeal. Students must consult the relevant Program Coordinator about the enrolment program they will undertake while awaiting the outcome of the appeal.

If the final outcome is to dismiss the appeal, then students will have their current enrolment cancelled without academic or financial penalty.

### **13. Appeals process**

An appeal against exclusion for unsatisfactory academic performance is referred to the relevant Registrar. The Registrar may determine to uphold an appeal or may refer a recommendation to dismiss an appeal to Appeals Committee. Appeals Committee considers:

- whether the exclusion decision imposed, and procedures followed were correct according to relevant policies and rules
- the severity or consistency of the exclusion decision
- mitigating circumstances provided by or on behalf of the student in the appeal
- actions taken by the student to address performance issues

- interactions the faculty has had with the student relevant to their performance.

When an appeal against exclusion is upheld, the student may immediately re-enrol in the course and will be placed on probationary enrolment for six months. There will be no adverse academic or financial consequences provided enrolment occurs within five working days of the date of notification of the appeal outcome.

The decision of the Registrar to uphold an appeal is final. A student who is unsatisfied with the decision of Appeals Committee may refer the matter to the Victorian Ombudsman.

#### **14. Review**

The Academic Progress Policy will be reviewed every three years, or more frequently as appropriate.