

COURSE PROGRESSION

The Academy monitors your academic progress throughout your course, to ensure you are progressing at a satisfactory rate and to a satisfactory standard. While the Key Points provide a useful summary, you should familiarise yourself with the complete policy (available below) and regularly check for updates, as policies are subject to review.

Key Points:

- Students are expected to progress through their course at a reasonable rate, within a set period of time.
- Students are expected to maintain, throughout their course, a reasonable level of academic performance.
- The Academy will support struggling students to be successful in their studies
- Students whose progress is deemed to be unsatisfactory may have their enrolment suspended or terminated.

POLICY AND PROCEDURE: COURSE PROGRESSION

Endorsed by	Academic Board (provisionally at AB 12-01; without further discussion at AB 12-02)
Date created	December 2011
Revision date(s) and scope	April 2014 – reviewed for clarity, minor updates to titles and delegations November 2014 – addition of required GPA for double major January 2015 – minor update to unsatisfactory progress criteria and outcomes January 2016 – minor update to role titles
Review date(s)	December 2014
Next review date	December 2017

Scope

This policy and procedure applies to all units/courses delivered at the Academy of Design Australia.

Policy Statement

Students are expected to progress through their course in a timely manner, maintaining a satisfactory academic standard.

Procedure

Calculation of timely progression

Students are expected to maintain a minimum rate of progress which is to pass on average two standard units (10 points each) in each semester of study. Thus, any student must complete a standard three-year (full-time) degree within the expected duration. Where an intervention strategy is implemented, the duration may be extended. The course can be extended to a maximum of fifteen semesters.

Where a student elects to undertake a double major, appropriate extra time will be granted based on the additional units required, the applicable rules governing pre-requisites, and the availability of these units within the relevant study periods.

Where a student has re-enrolled in a course, units may only be carried forward (e.g. as credit) from the previous enrolment(s) with the approval of the Head of Academic.

Approved leave of absence shall not be counted as semesters of enrolment when calculating whether or not the student can complete the course in the maximum time.

A student who completes units in Summer Semester as part of his or her course shall have Summer Semester counted as a semester of enrolment when calculating whether or not the student can complete the course within the maximum time.

Calculation of satisfactory academic progression

A student shall maintain a satisfactory level of academic performance in the course, for the duration of enrolment, which shall be measured at any point in time as a Grade Point Average (see below) of 4.5 or higher.

Any student who does not maintain a Grade Point Average of 4.5 or higher in the first two years of study may be deemed ineligible to proceed to the final year of the Bachelor degree, at the discretion of the Academic Board, under advice from the Student Progress Committee. If the student has attained 200 credit points, he or she will be granted the award of Associate Degree. (A student may also apply to exit with the award of Associate Degree, by completing a Variation of Enrolment form, if the student satisfies the requirements for the granting of an Associate Degree, the Student Progress Committee shall approve the application.)

Students wishing to undertake a double major must have obtained a GPA of at least 5.5 in any previous studies at the Academy, and must maintain a GPA of at least 5.5 during their enrolment.

Any specific satisfactory progress requirements applicable to a course shall be conveyed to students in course-specific information supplied at the time of their first enrolment in the course.



Grade Point Average

The Academy uses a 7-point scale to calculate Grade Point Averages for the purpose of awarding prizes and measuring satisfactory academic progress.

The GPA is calculated as follows:

The sum of (numerical value of grade x credit point value of unit) / total number of credit points attempted.

The GPA is calculated correct to two decimal points. The maximum GPA is 7.00; the minimum GPA is 0.00.

<i>Grades/Units included in GPA</i>	<i>Numerical Value</i>
HD High Distinction	7
DI Distinction	6
CR Credit	5
PS Pass	4
PC Pass Conceded	2
IR Incomplete Repeat	1
F1 Fail Level 1	1
F2 Fail Level 2 and	0
FW Fail Withdrawn	0

This includes failed units that may have been passed at a later attempt.

Units not included in the calculation of the GPA include units for which ungraded credit has been granted; units which are additional to course requirements; and units which are ungraded:

PR Pass Recognised
UP Ungraded Pass
AW Approved Withdrawal
TA To be Assessed
CS Continuing Studies

Monitoring and Reviewing Timely Progression and Satisfactory Academic Performance

In accordance with the Academy's *Intervention Strategy* and *Assessment* and *Attendance* policies, students will be monitored regularly throughout each study period by the Student Progress Committee, using the Academy's Academic Management System. This will be undertaken as part of the Pre-emptive stage of the Intervention Strategy in order to avoid, where possible, incidents of unsatisfactory progress.

A full review of students' academic progress shall be conducted by the Registrar after the conclusion of each semester/ study period.

Where any student does not satisfactorily complete at least 50% of their study load for a given study period, this shall activate Stage 1 of the Academy's Intervention Strategy, to assist the student to complete in a timely manner.

A student who fails to maintain the minimum rate of timely progression and/or who fails to maintain the minimum standard of academic performance as specified above shall be referred to the Student Progress Committee, which may result in the student's being placed on probation or asked to show cause why he or she should not be excluded.

Furthermore, any student who repeats a failed unit and receives a second Fail or IR grade will have their enrolment reviewed by the Student Progress Committee. Based on the student's overall academic performance, the SPC may recommend to the Academic Board that the student be placed on academic probation, that the Intervention Strategy be implemented, or that the student's enrolment be suspended or terminated.



Additional requirements for International Students

The *Education Services for Overseas Students (ESOS) Act 2000* and associated legislation outlines the legal responsibilities of education providers towards overseas students. These include responsibilities relating to course progression.

Course Load and Maximum Time

International students on student visas must have an enrolment load that will allow them to complete their course within the duration specified on the Confirmation of Enrolment (CoE) issued with their visa.

The expected duration will ordinarily be the duration listed for the course on CRICOS (for a student undertaking the full course), or the duration required for a full-time domestic student to complete the same load. Where the granting of course credit results in a shortening of the course duration, this shall be reported to the Department of Education and Training via PRISMS, as per the *Policy and Procedure: RPL and Credit Transfer*.

Ordinarily, student visa holders will therefore be expected to enrol in a full-time study load of 50 credit points per semester. However, enrolment in less than this load may be approved by the Head of Academic in any of the following circumstances:

- There are compassionate or compelling reasons for reducing the load (see below);
- The reduced load is part of the Academy's intervention strategy;
- The student has studies, or plans to study, extra units in another teaching period because of unit availability;
- The student has only a few units left to complete and these do not constitute a full-time load;
- Pre-requisite units are not available in that teaching period.

Monitoring

Students will be monitored as specified above. Where the student is found to be making unsatisfactory progress, the Academy shall activate Stage 1 of its Intervention Strategy, in order to ensure that the student is in a position to complete his or her course within the expected duration.

Change of Course or Course Duration

The Academy is required to inform the Department of Education and Training, through PRISMS, of any change of course or course duration by an international student. Students wishing to change the course in which they are enrolled at the Academy must submit an Enrolment Variation form to the Administration Office. Student visa conditions require the written approval of the Academy to change from one course to another. If a student visa holder finishes a course prior to the scheduled completion date, he/she must either enrol with another institution within 28 days, or obtain a different visa, or leave Australia.

If it is determined that a student visa holder is not going to complete the course within the expected duration as identified on the CoE issued with the student visa, depending on the circumstances the Academy will implement an intervention strategy which may include:

- Encourage the student to 'catch up' by taking extra units if deemed feasible by the Student Progress Committee;
- Take steps to issue a new CoE for the student; or
- If the student has deliberately enrolled in a reduced load, despite the Head of Academic advice to the contrary;
- Cancel the student's enrolment when the student refuses to enrol in an appropriate load; or
- Document the student's behaviour and, if the student requests an extension of duration of study, refuse to extend the CoE.

International students may apply in writing to the Student Progress Committee for leave of absence if they have good reason for doing so (see 'Compassionate or compelling circumstances' below). A record of the application and determined outcome will be kept in the student's file.

The Academy will only extend the duration of an international student's study program where it is clear that the student will not complete the course within the expected duration, as specified on the CoE issued with the student visa, as a result of:

- Compassionate or compelling circumstances (see below, or the Academy was unable to offer a pre-requisite unit);
- The Academy implementing its intervention strategy for the student because he/she is at risk of not meeting satisfactory course progress; or
- An approved leave of absence or suspension of study having been granted.



In all cases the student shall be advised if the proposed change may effect his or her student visa.

‘Compassionate and compelling circumstances’

As noted in the National Code Explanatory Guide for Standard 13, students may apply to the provider for leave of absence or suspension of their studies if they have good reason for doing so (compassionate or compelling circumstances), by submitting an Enrolment Variation form. The Student Progress Committee shall determine whether to grant or decline any student’s request in accordance with the guidelines provided in the National Code.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student’s course progress or wellbeing. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student’s studies; or
- A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists’ reports)
- Where the registered provider was unable to offer a pre-requisite unit; or
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

The above are only some examples of what may be considered compassionate or compelling circumstances. Each case shall be assessed on its individual merits. When determining whether compassionate or compelling circumstances exist, the Student Progress Committee shall consider documentary evidence provided to support the claim, and keep copies of these documents in the student’s file.

Suspension or cancellation of enrolment

The Academy may choose to temporarily suspend or cancel a student’s enrolment if it deems the student’s behaviour to be unacceptable for an educational setting – that is, if the student is found to be in breach of the Academy’s Student Code of Conduct, or is found to be guilty of misconduct as per the *Leave of Absence, Withdrawal, Cancellation and Exclusion* policy.

Student appeals against change of enrolment

Where the Academy decides to change a student’s enrolment by suspension or cancellation (expulsion) – either due to unsatisfactory course progress or for reasons outlined above – the Academy shall first notify the student of its intention and allow the student 20 working days to appeal the decision via the relevant Academy *Grievance Policy and Procedure* (Academic or Non-academic).

See also [Leave of Absence, Withdrawal, Cancellation and Exclusion](#).