



# Academic Progress by Coursework Students Policy

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## **Overview**

The University recognises the importance of monitoring the academic progress of Students to ensure that Students who are experiencing difficulties are identified as early as possible and offered the various advice, assistance and support services that are available at the University.

This policy describes the ways in which the University identifies Students who are making satisfactory academic progress and describes Students considered at risk by the University. It outlines the measures that the University will implement to assist Students to improve their performance and sets out the process by which the University will address ongoing unsatisfactory progress.

## **Scope and Application**

This policy applies to all Students enrolled in undergraduate and postgraduate coursework programs at the University of Adelaide. This Policy applies to Review Period 2, 2024 and to all subsequent review periods.

This policy and related procedures are compliant with the [Higher Education Standards Framework \(Threshold Standards\) 2021](#), [Education Services for Overseas Students \(ESOS\) Act 2000](#), and [Higher Education Provider Amendment \(Support for Students Policy\) Guidelines 2023](#).

Implementation of this policy will be carried out in accordance with the University's [Code of Conduct](#) and the [Academic Board Statement on Undue Influence](#). Any attempts to improperly exert pressure or influence actions or decisions made pursuant to this policy must be reported in accordance with the [Fraud and Corruption Control Policy](#).

## **Definitions**

Cognate	means a closely allied or related discipline or defined branch of study or learning
Committee	means the Faculty Academic Progress Committee as described in clause 10
Fail	means a Grade (less than 50%) received for a course including Fail No Submit (FNS), Withdraw Fail (WF) and Fail (F)
Pathway Program	means the Non-Award Degree Transfer Programs and Pre-Masters Programs, which are pathway programs to University coursework programs, delivered by the University of Adelaide College on behalf of the University
Results	means a student's course results
Repeat Fail	means that the student has failed a course for a second or subsequent time, including if the course was studied and failed while enrolled in a Pathway Program

Review Period 1	means the University teaching periods currently known as Summer School, Semester 1, Trimester 1, Melbourne Campus Trimester 1, Melbourne Campus Trimester 3, Quadmester 1, Quadmester 2, Term 1, Term 2, Online Teaching Period 1, Online Teaching Period 2, Online Teaching Period 3
Review Period 2	means the University teaching periods currently known as Winter School, Semester 2, Trimester 2, Trimester 3, Melbourne Campus Trimester 2, Quadmester 3, Quadmester 4, Term 3, Term 4, Full Year 2, Online Teaching Period 4, Online Teaching Period 5, Online Teaching Period 6
Review Period 3	means the year long period used for a Yearly Program which concludes after the annual examination
Review Period	means Review Period 1 and/or Review Period 2 and/or Review Period 3
Status	means a student's academic progress status as set out in clause 2a
Support Person	means a friend, family member, Peer Support Program volunteer or an Education Welfare Officer (EWO) accompanying a student. A support person is only allowed to communicate with the committee with permission from the chair except for EWOs, who are permitted to answer and advocate at the meeting. By prior, documented, arrangement a support person may communicate on behalf of students with a disability. The role of a support person is not that of a legal representative and the person cannot act as a legal practitioner.
Yearly Program	means a program offered by the University that follows a structured path where a student's advancement is contingent upon successfully completing an annual examination. This examination serves as a comprehensive assessment, evaluating the entirety of the year's learning, as detailed in the Academic Program Rules.

Other definitions are as contained in the University's [Glossary of Terms](#).

## 1. Determining and Monitoring Academic Progress

- a) A Student has made satisfactory academic progress if:
  - i. during Review Period 1 or Review Period 2 they have passed more than 50% of the units in which they were enrolled in a program and have no Repeat Fails ; or
  - ii. they are enrolled in a Yearly Program and pass their annual examination.
- b) The University will review students' Results at the end of each Review Period after the results of any additional or replacement assessments taken pursuant to the Modified Arrangements for Coursework Assessment Policy are made available in order to identify those students who have not made satisfactory academic progress.
- c) When reviewing Results the University will not take into account any courses in which the Student received a Withdraw No Fail (WNF). For the purposes of this policy, the University will treat any course in which the Student received a WNF grade as if the Student had never enrolled in that course. Students who have a received a Result Pending (RP) grade will have their progress reviewed after this grade has been finalised.
- d) Students identified as not making satisfactory academic progress will be notified in accordance with clause 3 unless they are enrolled in a Yearly Program in which case they will be notified in accordance with clause 4.

## 2. Academic Progress Status

- a) The University has six categories of academic progress status:
  - i. New;
  - ii. Satisfactory;
  - iii. Risk 1;
  - iv. Risk 2;
  - v. Unsatisfactory; and
  - vi. Conditional.
- b) Students commencing a program at the University for the first time will have their Status recorded as New.
- c) Continuing Students will have their Status recorded as Satisfactory only if they make satisfactory progress in accordance with clause 1a and their Status in the previous Review Period was New or Satisfactory (subject to clause 9).

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### 3. Students Identified as Not Making Satisfactory Academic Progress

*Note: This clause only relates to Students who are identified as not making satisfactory academic progress in Review Period 1 or Review Period 2. Students identified as not making satisfactory progress in a Yearly Program are subject to clause 4.*

- a) The first time a Student is identified as not making satisfactory academic progress their Status will be changed to Risk 1. They will be sent a Risk 1 notice to their University email account informing them:
  - i. that they have not met academic progress requirements;
  - ii. of the services available to assist them to improve their future academic performance including those outlined in the [Support for Students Policy](#); and
  - iii. that they will be contacted via email to their student account and/or telephone to discuss their academic performance, and helped to self-reflect and identify where improvements can be made. This contact will be made by an assigned academic or professional staff member or team.
- b) The second time the Student is identified as not making satisfactory academic progress their Status will be changed to Risk 2. They will be sent a Risk 2 notice to their University email account informing them:
  - i. that they have not met academic progress requirements for a second time;
  - ii. of the services available to assist them to improve their future academic performance including those outlined in the [Support for Students Policy](#); and
  - iii. that they will be contacted via email to their student email address and/or telephone to discuss their academic performance. Students will be expected to describe what actions they have taken to improve their performance since the Risk 1 notice was issued and detail any progress made. Intervention strategies which may assist them in their future academic performance will also be discussed. This contact will be made by an assigned academic or professional staff member or team.
- c) The third time the Student is identified as not making satisfactory academic progress their Status will be changed to Unsatisfactory. They will be sent an Intention to Exclude notice to their University email account informing them that:
  - i. they will be excluded from their program unless they are able to 'show cause' in accordance with clause 6; and
  - ii. applications for admission to a University program at the same level or higher level will not be considered until a decision has been made on whether the Student will be permitted to re-enrol in their program in accordance with clause 6.

### 4. Yearly Program Students Identified as at Risk

- a) The first time a Student enrolled in a Yearly Program is identified as not making satisfactory academic progress their Status will be changed to Risk 1. They will be sent a Risk 1 notice to their University email account informing them:
  - i. that they have not met academic progress requirements;
  - ii. of the services available to assist them to improve their future academic performance including those outlined in the [Support for Students Policy](#); and
  - iii. that they will be contacted via email to their student account and/or telephone to discuss their academic performance, and helped to self-reflect and identify where improvements can be made. This contact will be made by an assigned academic or professional staff member or team.
- b) The second time the Student is identified as not making satisfactory academic progress their Status will be changed to Unsatisfactory. They will be sent an Intention to Exclude notice to their University email account informing them they will be excluded from their program unless they are able to 'show cause' in accordance with clause 6.

*Note: The Risk 2 Status is not applied to Students enrolled in a Yearly Program.*

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## 5. Intervention Strategies

- a) Intervention strategies that may be proposed by an academic or professional staff advisor pursuant to clause 3.a.ii, 3.b.ii and 4.a.ii include, but are not limited to:
  - i. negotiating a personal learning management plan;
  - ii. a reduction in course load;
  - iii. counselling;
  - iv. leave of absence; and;
  - v. referral to any of the personal or academic support services available as part of the University's [Support for Students policy](#)
- b) Any intervention strategy applied under this policy will be documented and retained in the University's records.
- c) If a Student is enrolled in a double, combined or concurrent degree the Executive Dean (or delegate) of the faculty which is notified of the Student's Risk 2 Status (or Risk 1 Status for students enrolled in a Yearly Program) shall ensure that the Executive Dean (or delegate) of the faculty for the second degree is notified of the Student's Risk Status, in order that an appropriate academic or professional staff advisor can be appointed and appropriate intervention strategies put in place. Faculties shall work collaboratively when implementing intervention strategies for Students in double, combined or concurrent degrees.

## 6. Show Cause

- a) Students issued with an Intention to Exclude notice will be invited to 'show cause' to the Committee as to why they should be permitted to remain enrolled in their program. Students wishing to 'show cause' must provide a written submission within 10 (ten) business days of the date of the Intention to Exclude notice.
- b) Students may request to discuss their written submission in person with the Committee. If the Committee agrees to the request, Students may be accompanied by a support person. If the Student is unable to attend in person the Chair of the Committee may at their discretion, permit the Student to discuss their submission via video conference or other communication media. If the Student has a disability that prevents them from communicating with the Committee, they may arrange for a support person to communicate on their behalf.
- c) The written submission should, at a minimum, contain the following information:
  - i. the reasons why the Student failed to make satisfactory academic progress, including any relevant documentary evidence (which must be an original or certified copy);
  - ii. the actions that the Student has taken as a result of receiving each Risk Notice(s), including evidence of following any intervention strategy that has been put in place;
  - iii. the actions that the Student intends to take in the future to ensure satisfactory academic progress is achieved; and
  - iv. whether the Student would like to discuss their submission with the Committee in person.
- d) Students who do not provide their written submission in the required timeframe will be excluded in accordance with clause 8.
- e) The Committee will make a recommendation to the Executive Dean on whether the Student should be permitted to re-enrol, based on whether they believe the Student is likely to be identified as making satisfactory academic progress in the next Review Period in which they enrol. The Committee may take into consideration the Student's show cause submission, entire academic record, engagement with and response to the intervention strategies applied under this policy and services made available to them and any other documentation, records or evidence provided by the Student or held by the University.
- f) The Executive Dean (or delegate) will make a decision on whether the Student will be permitted to re-enrol in their program based on the Committee's recommendation. The Executive Dean (or delegate) may:
  - i. permit the Student to re-enrol, subject to the condition that the Student must make satisfactory progress in the next Review Period or, in the case of Students enrolled in a Yearly Program, that they achieve a pass in the subsequent annual examination. The Executive Dean (or delegate) may also:
    - impose additional conditions requiring the Student to enrol in a specified course or courses; and/or
    - advise the Student of additional strategies to assist them in improving their performance including but not limited to attending an academic learning support service; restricting their enrolment to less than a full-time load; and/or
    - impose a period of suspension for a maximum of 12 (twelve) months;
  - ii. exclude the Student.
- g) The Executive Dean (or delegate) will advise the Student of their decision not later than 5 (five) business days of the Committee meeting through the Student's University email account.

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## 7. Conditional Re-enrolment

- a) If the Student is permitted to re-enrol in their program pursuant to clause 6.f.i their Status will be changed from Unsatisfactory to Conditional.
- b) The Student will be notified of the conditions imposed on their re-enrolment and any recommendations made by the Executive Dean (or delegate) through their University email account. The Student will be informed that compliance with the conditions will be monitored by the Executive Dean (or delegate) and that any breach will result in the Student's exclusion in accordance with clause 8.
- c) The Executive Dean (or delegate) will review the Student's compliance with the conditions imposed on their re-enrolment:
  - i. if the Student has met the conditions their Status will be changed from Conditional to Risk 2, or in the case of Students enrolled in a Yearly Program to Risk 1;
  - ii. if the Student has not met the conditions their Status will be changed to Unsatisfactory and the Student will be excluded in accordance with clause 8 unless the Executive Dean (or delegate) determines that extraordinary, compelling or compassionate circumstances apply in which case clause 7d will apply. For example, an extraordinary circumstance may apply where a Student only has one course to complete their program. Compassionate or Compelling Circumstances are generally those beyond the control of the Student and may include, but are not limited to:
    - a) death or life threatening injury or illness of an immediate family member or a member of the Student's household;
    - b) serious illness or injury of a dependent of the Student which requires the Student to provide care;
    - c) traumatic experiences including being a victim of a serious crime or involvement in a serious accident;
    - d) significant disruption to a Student's domestic arrangements; and
    - e) substantial and unanticipated financial hardship.
- d) If extraordinary, compelling or compassionate circumstances apply:
  - i. the Student's Status will be changed to Unsatisfactory and the Student will be issued with an Intention to Exclude notice inviting them to 'show cause' in accordance with clause 6;
  - ii. the Executive Dean (or delegate) will inform the University Education Committee of the number of Students that had extraordinary, compelling or compassionate circumstances at the next meeting following each Review Period.

## 8. Exclusion

- a) A Student will be excluded from their program if:
  - i. they fail to lodge a show cause submission by the required date;
  - ii. after considering the Student's show cause submission the Executive Dean (or delegate) believes that the Student is likely to not make satisfactory academic progress in the next Review Period in which they enrol; or
  - iii. the Executive Dean (or delegate) determines that they have not complied with the conditions imposed on their enrolment pursuant to clause 7.
- b) Excluded Students will receive an Exclusion notice to their University email account informing them that:
  - i. they have been excluded from their program;
  - ii. applications for admission to the same or cognate University program at the same level or higher level will not be considered for a period of 12 (twelve) months from the date of the Exclusion notice;
  - iii. they have a right to appeal the exclusion within 20 (twenty) business days in accordance with the University's Student Complaint Resolution Policy on the sole ground that there has been non-compliance with this policy which amounted to a serious defect in the Executive Dean's (or delegate's) decision. This will be the only and final appeal within the University. All other decisions of the Executive Dean (or delegate) under this policy are final and attract no right of appeal by Students.
- c) Students who are excluded from a double or combined degree program may apply to transfer to the relevant single degree program provided that they made satisfactory progress in that single degree program in the most recent Review Period. If permitted to transfer to the single program, the Student's Status will be changed from Unsatisfactory to Risk 1.
- d) Excluded Students may apply for re-admission to the program they have been excluded from at the end of their exclusion period, following normal admission procedures as detailed by the Admissions to Coursework Programs Policy. Admission is not guaranteed, and the University will take the Student's exclusion into account in the admission process.

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- e) Excluded Students who are re-admitted to the University will be given the following Status:
    - i) Risk 2 if they are re-admitted to the program from which they were excluded, or a program cognate to it, within 5 years of their exclusion;
    - ii) Risk 1 if they are re-admitted to a Yearly Program from which they were excluded within 5 years of their exclusion;
    - iii) New if they are admitted to a different program that is not cognate to the original program from which they were excluded;
    - iv) New if they are admitted to any program more than 5 years after they were excluded.

#### **9. Change of Status (including Transfer of Programs and Return to Study)**

- a) A Student's Status will be changed from Risk 1 to Satisfactory if they receive a Risk 1 Status in their first Review Period enrolled in their program and then go on to make satisfactory academic progress in the next Review Period in which they are enrolled. This does not apply to Students enrolled in a Yearly Program.
- b) If a Student transfers between programs, their Status at the time of transfer will remain if, in the opinion of the Executive Dean (or delegate) of the program, that they are transferring to, the new program is cognate to the original program. If the new program is not deemed to be cognate to the original program the Student shall be given a New Status.
- c) The Executive Dean shall report the names of all programs that they have been deemed as cognate to the University Education Committee at the next meeting following their decision.
- d) In the event that a Student stops studying at the University (including any interruption of study or withdrawal) their Status will remain for a period of 5 years from the end of their last enrolment. If they recommence study after 5 consecutive years of absence they will be given a New Status, and any courses that they have previously failed will not be taken into account when determining whether they are at risk in accordance with clause 1.

#### **10. Faculty Academic Progress Committee**

- a) Each Executive Dean will establish a Faculty Academic Progress Committee with the following minimum composition:
  - i. Faculty Deputy Dean (Learning & Teaching) or delegate as Chair;
  - ii. at least one other faculty academic staff member;
  - iii. at least one professional staff member; and
  - iv. a Faculty Officer as Executive Officer.
- b) Committee members will:
  - i. apply an open, impartial and unprejudiced mind when considering show cause submissions;
  - ii. base findings and recommendations solely on relevant considerations;
  - iii. maintain confidentiality about all matters before the Committee;
  - iv. not be involved in a case or have any involvement in the finding and recommendation of a case before the Committee if they have a personal relationship with the Student or direct or indirect financial or personal interest in that case, or who otherwise have a conflict of interest in the case, even if they do not believe that their interest would affect their duties; and
  - v. act in accord with the principles of Procedural Fairness.
- c) Each Committee will:
  - i. meet at least once in each Review Period at least 10 (ten) business days after the Intention to Exclude notices are sent; and
  - ii. consult with Committees in other faculties where Students who have submitted show cause submissions are enrolled in a double, concurrent or combined degree or where the Student has failed the same course for the second or subsequent time, and that course is owned by the other faculty.
- d) Faculty Executive Deans (or delegate) have the authority to approve flexibility relating to submission and correspondence deadlines, in response to exceptional and/or compassionate circumstances as defined under clause 7c) ii.

#### **11. Reporting**

- a) Student Engagement and Success will report to Academic Board annually on academic progress data and procedures.

## Authorities

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Academic	Academic progress	Appoint Academic or Professional Staff Advisors (clause 3a iii, 3b iii & 4a iii)	Executive Deans	
Academic	Academic progress	Propose Intervention Strategies (clause 5a)	Academic and Professional Staff Advisors	
Academic	Academic progress	Decide whether student may discuss submission via video conference or communication media (clause 6b)	Chair, Academic Progress Committee	
Academic	Academic progress	Make recommendations on whether student should be permitted to re-enrol (clause 6e)	Academic Progress Committee	
Academic	Academic progress	Decide whether student permitted to re-enrol or be excluded (clause 6f)	Executive Dean	
Academic	Academic progress	Impose conditions or period of suspension (clause 6f)	Executive Dean	
Academic	Academic progress	Determine whether student has met conditions (clause 7c i)	Executive Dean	
Academic	Academic progress	Determine whether student has extraordinary, compelling or compassionate circumstances (clause 7c ii and 10d)	Executive Dean	In accordance with clause 7d
Academic	Academic progress	Determine whether to re-admit an excluded student (clause 8e)	Executive Dean	
Academic	Academic progress	Determine whether programs are cognate (clause 9b)	Executive Dean	
Academic	Academic progress	Establish Faculty Academic Progress Committee	Executive Dean	In accordance with clause 10 a

<b>RMO File No.</b>	F 2018/11531
<b>Policy custodian</b>	Deputy Vice-Chancellor and Vice-President (Academic)
<b>Responsible policy officer</b>	Pro Vice-Chancellor (Student Learning)
<b>Endorsed by</b>	Academic Board on 2 September 2020
<b>Approved by</b>	Vice-Chancellor and President on 2 September 2020 Reviewed and re-affirmed, with minor amendments by DVCA 15 May 2024, see D2024/468536.
<b>Related Policies</b>	Please visit the Academic Policy Resources website: <a href="https://www.adelaide.edu.au/learning/governance/policy/?m=auth">https://www.adelaide.edu.au/learning/governance/policy/?m=auth</a> for additional information and materials, such as guidelines, FAQs and templates, to assist areas of the University understand and implement academic policies.
<b>Superseded Policies</b>	Unsatisfactory Academic Progress by Coursework Students Policy
<b>Effective from</b>	22 July 2024
<b>Review Date</b>	22 July 2027
<b>Contact for queries about the policy</b>	Education Policy and Compliance <a href="mailto:epc@adelaide.edu.au">epc@adelaide.edu.au</a>