

ACADEMIC PATHWAY PROGRAMS FOUNDATION STUDIES PROGRESSION AND UNSATISFACTORY ACADEMIC PROGRESS POLICY

SECTION 1 - PURPOSE AND SCOPE

- (1) The Academic Pathway Programs Foundation Studies Progression and Unsatisfactory Academic Progress Policy will provide guidance to staff and international and domestic students in regard to the College's policy and procedures in relation to Foundation Studies students at risk of failing to make satisfactory course progress in accordance with Standard 10 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 and in accordance with UWS policy.
- (2) Foundation Studies courses are non-award, pre-university courses. The grading schema, grade point average calculations and progression criteria differ from that of award courses of the university. It is for these reasons that a separate but equivalent progression policy is required for students undertaking these courses.
- (3) The aim of the policy is to identify poorly performing students so that they can work with the College in taking steps to address the poor performance. Students can avail themselves of many support services including course advice, specific and generic learning support and access to the First Year advising team.
- (4) The Academic Pathway Programs of UWSCollege undertakes to ensure that its policies are fair and transparent and consistent with Commonwealth legislation, UWS policies and other UWSCollege policies.

SECTION 2 - DEFINITIONS

- (5) For the purposes of this policy, the following definitions apply:
 - a. "Domestic Student" - refers to any student who is an Australian citizen, holder of an Australian permanent resident visa or holder of an humanitarian visa (refugee).
 - b. "International Student" - refers to a student studying in Australia on a student visa and does not include a study tour participant in Australia on a visitor or tourist visa.
 - c. "College" - UWSCollege Pty Ltd.

- d. "Satisfactory Course Progress Requirements" - all students are expected to pass at least 50% of the credit points studied in any session and have achieved a Grade Point Average (GPA) of at least 4.0 to achieve satisfactory course progress.
- e. "Unsatisfactory Course Progress" - any student who fails, i.e. scores an E or F grade in more than 50% of credit points studied in any session and/or who fails to achieve a GPA of 4.0, will be deemed as failing to make satisfactory course progress. Students who fail a unit for a second time will also be deemed as failing to make satisfactory course progress.
- f. "Exclusion for Unsatisfactory Academic Progress" - an excluded student's enrolment is cancelled and they are precluded from any re-enrolment at the University during the period of exclusion, which will not exceed one term. At the expiration of a period of exclusion, the student does not have automatic right of re-admission to the course or to the University and must apply for re-admission.
- g. "Appeals against Exclusion" - students may appeal their exclusion from study in writing within 20 days of notification of intention to exclude.

SECTION 3 - POLICY STATEMENT

- (6) The College is committed to enhancing the learning experience of all students and to this end will systematically monitor students' course progress. It will be proactive in notifying and advising students who are at risk of failing to meet their course progress requirements. It will implement, within sustainable margins and in line with financial and operational constraints, intervention strategies to provide support to all students.
- (7) It is the policy of the Academic Pathway Programs that students, at risk of failing to meet satisfactory course progress requirements, will be identified as early as possible in their studies.
- (8) At a minimum, students found to have failed 50% or more of credit points and/or achieved a GPA less than 4.0 will be identified as being at risk of failing to make satisfactory course progress and this will trigger for those students the implementation of a formal intervention strategy in writing. This may involve a reduced study load. This will be filed and TRIMMED.
- (9) Students who have failed the same unit twice at any time during their course, will be advised in writing that re-enrolment in that unit and a failure for a third time will result in a requirement that the student change to a course of a lower entry level prior to the commencement of the next Term of study or be excluded from the College for a minimum period of one term. In the cases of Science and Engineering, students will be required to change to a course with a lower mathematical requirement. These students will be advised to seek alternative courses/pathways to a university education before they re-enrol in that unit. This advice will be given after the second fail.
- (10) Students who fail the same unit twice subsequent to changing to a course with a lower entry requirement as an outcome of Clause (9), will be advised in writing that re-enrolment in that unit and a failure for a third time will result in them being excluded from the College for a minimum period of one term.

- (11) Students who have unsatisfactory course progress for a second consecutive study period will be advised of other possible study options available to them and will be subject to a requirement to change to a course of a lower entry level prior to the commencement of the next Term of study or be excluded from study at the College for a minimum period of one term. In the cases of Science and Engineering, students will be required to change to a course with a lower mathematical requirement or be excluded from study at the College for a minimum period of one term.
- (12) Students who have unsatisfactory course progress for a second consecutive study period subsequent to changing to a course with a lower entry requirement as an outcome of Clause (11), will be advised of other possible study options available to them and will be subject to exclusion from the College for a minimum period of one term.
- (13) Students who have already gained admission to a UWS course through achieving the required GPA will not be excluded.
- (14) International students who are identified as having unsatisfactory course progress in two consecutive study periods or who have failed a unit for the third time in the course will, in addition to being subject to exclusion, be notified of the College's intention to report them to the Department of Immigration and Border Protection for unsatisfactory course progress. They will be advised in writing of the avenues of appeal available to them and the grounds for such an appeal.

SECTION 4 - PROCEDURES

Identifying Students at Risk

- (15) Where possible, and educationally sound, a formal assessment task will be held in week three (3) or four (4) in each unit. It is hoped that this will identify early in the term those students who may be at risk. Where possible, feedback should be provided to students before census date so that they are given the opportunity to withdraw from their course and perhaps return at a later date. Domestic students may withdraw without academic and financial penalty before census date. International students may withdraw without academic penalty before census date but may be subject to financial penalty under the UWS Enrolment Policy.
- (16) Each term teachers will complete student reports in which they are asked to give feedback on students in their classes, in an effort to identify students who may be at risk.
- (17) At the completion of each term a First Year Experience Coordinator or a nominee will review students' overall results in order to identify students at risk.

Implementation of the Intervention Strategy

- (18) Students who are identified as being at risk of failing to meet satisfactory course progress requirements will be interviewed with a view to implementing an intervention strategy.
- (19) Students are referred to the Student Adviser if there is evidence that personal or health issues may be in existence.

- (20) At the end of every term, after that term's results are finalised, at a minimum, students who have unsatisfactory course progress will be notified by email that they are at risk of exclusion and are requested to attend an interview with the relevant Coordinator or Head of Program. This interview will determine steps to be taken by the student and by the College. Such steps may include but are not limited to: attendance at academic support classes, reporting to the coordinator on a regular basis, undertaking a reduced study load, repeating specific units, repeating a term.
- (21) An intervention strategy will be activated, at a minimum, for all students who have failed 50% or more of credit points undertaken in any given teaching session and/or have a GPA of less than 4.0.
- (22) Intervention correspondence and copies of all documents in relation to the intervention strategies will be emailed to the student and TRIMMED to the student's file.

SECTION 5 - APPEALS AGAINST EXCLUSION

- (23) As soon as possible after the College has identified a student as making unsatisfactory course progress, the University will give the student written notification of its intention to seek to exclude the student for unsatisfactory course progress. The written notice will inform students they may access the University's appeals process within 20 working days.
- (24) To access the appeals process, students are required to notify the University's Registrar's Office of their intention to appeal the decision within 20 working days of receiving the notification. They must then complete appeal documentation provided to them and lodge it along with supporting documentation within the 20 day period. The appeal documentation must include the grounds for the appeal.
- (25) If the student's internal appeal is successful, the University will not seek cancellation of the student's enrolment.
- (26) If the student's internal appeal is unsuccessful, they may choose to appeal externally to one of: NSW Office of Fair Trading, NSW Ombudsman, NSW Vocational Education and Training Board. If the student is an international student, they may seek external review through the Overseas Students Ombudsman and must also advise the UWS Compliance Office of their intention to seek external review within 14 days of receiving the outcome of the internal review.
- (27) If the student chooses not to appeal or the student's appeal is unsuccessful, the student's enrolment will be cancelled. If the student is an international student, the College Registrar's Office will notify the UWS Compliance Officer to notify the Secretary of the Department of Education through the Provider Registration and International Students Management System (PRISMS) of the student not achieving satisfactory course progress. This reporting will occur as soon as possible after the decision to report is finalised or any appeal is unsuccessful whichever is the later.
- (28) If the external review is successful, the College will not seek cancellation of the student's enrolment, but rather will support the student in accordance with the College's course progress policies and procedures.

SECTION 6 - GUIDELINES AND REFERENCES

Related Legislation/Policies/Procedures

- a. Education Services for Overseas Students (ESOS) Act 2000
- b. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
- c. UWSCollege Academic Pathway Programs Intervention Policy
- d. UWS Progression and Unsatisfactory Academic Progress Policy
- e. UWSCollege Student Complaint Handling and Resolution Policy
- f. National Standards for Foundation Programs (TEQSA)
- g. Higher Education Threshold Standards

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Summary of Changes from Previous Version

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Addition Section 3 (10), numbers reordered

Amended Section 3 (11)

Addition Section 3 (12) and (13), numbers reordered