



## **ACADEMIC PATHWAYS PROGRAM FOUNDATION STUDIES PROGRESSION AND UNSATISFACTORY ACADEMIC PROGRESS POLICY**

### **SECTION 1 - PURPOSE AND SCOPE**

- (1) The Academic Pathways Program 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 on Foundation Studies students at risk of failing to make satisfactory academic progress. This policy is in accordance with Standard 10 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 and University policy regarding progression.
- (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 Pathways Program of The College undertakes to ensure that its policies are fair and transparent and consistent with Commonwealth legislation, University policies and other policies of The College.

### **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 a 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. "Satisfactory Academic 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 5.0 to achieve satisfactory course progress.
  - d. "At Risk" - any student who fails 50% or more of credit points studied in any session and/or who fails to achieve a GPA of 5.0, will be deemed as being At Risk of failing to make satisfactory course progress. Students who fail a unit for a second time will also be deemed as being At Risk of failing to make satisfactory course progress.

- e. “Unsatisfactory Academic Progress” - any student who fails 50% or more of credit points studied and/or who fails to achieve a GPA of 5.0 in two consecutive teaching sessions. Students who fail a unit for a third time will also be deemed as making unsatisfactory academic progress.
- f. “Exclusion for Unsatisfactory Academic Progress” - an excluded student's enrolment is cancelled and they are precluded from any re-enrolment at The College during the period of exclusion, which will not exceed one teaching session. At the expiration of a period of exclusion, the student does not have automatic right of re-admission to the course or to The College and must apply for re-admission via The College website
- g. “Exclusion for failure to complete the course in maximum time”. Domestic students will be excluded for a period of two years if, at the end of an academic year, the student has failed to complete their course in the prescribed maximum time. A domestic student excluded from study under this clause has the right of appeal to the Academic Senate.
- h. Periods of approved Leave of Absence are not counted for the purpose of this policy. However, students do not have the right to prolong their studies by taking periods of unapproved leave of absence. Students failing to re-enrol in the course by the date notified to them by Student Administration in the Student Experience Office, will be regarded as having abandoned the course of study and will need to apply for re-admission in order to resume studies. \*See maximum length of enrolment statement below.
- i. “Appeals against Exclusion” - students may appeal their exclusion from study in writing. The notification about exclusion will include information about how and when to appeal.
- j. “The College” – Western Sydney University The College a division of Western Sydney University Enterprises Pty Limited.
- k. “The University” - Western Sydney University.

### **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 academic 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 Pathways Program that students at risk of failing to meet satisfactory academic 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 in any teaching session and/or achieved a GPA less than 5.0 will be identified as being At Risk of failing to make satisfactory academic progress and this will trigger for those students a letter stating that they are At Risk and provide information on the support available to them.

- (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 being excluded from The College for a minimum period of one teaching session. 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 have unsatisfactory academic progress for a second consecutive teaching session will be excluded from study at The College for a minimum period of one teaching session.
- (11) Domestic students who fail to complete their course within the maximum length of enrolment will be excluded. The maximum time to complete a course for domestic students will be one and a half times the minimum time a part-time student would need to complete the course, where the time for completing the course is derived from the total credit points content for the course. Therefore, the maximum time for an 80 credit point course will be three terms.
- (12) International students are covered by Section 3 (6), (7), (8), (9) and (10) of this policy. However, in relation to the expected duration of study, The College will comply with Standard 8 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. This requires The College to continually monitor the academic progress of International students to ensure they are able to complete their Foundation Studies course within the expected duration specified on their Confirmation of Enrolment (CoE). The expected duration must not exceed the Commonwealth Register of Institutions and Courses for Overseas Students Standard 8: Overseas Student Visa Requirements 2 (CRICOS) registered duration for the course.
- (13) Students who have already gained admission to a University course through achieving the required GPA will not be excluded.

#### **SECTION 4 – EXCLUSION**

- (14) Students who failed the same unit three times will be excluded from The College for a single teaching session.
- (15) If a student has previously been declared At Risk and they pass less than 50% of the credit points attempted and/or fails to achieve a GPA of 5.0 in any two consecutive teaching sessions, the student will be excluded from The College for a minimum of one teaching session.
- (16) If a domestic student has exceeded the maximum length of enrolment.
- (17) A student excluded from study under this clause has the right to appeal to The College.

#### **SECTION 5 - APPEALS AGAINST EXCLUSION**

- (18) As soon as possible after The College has identified a student as making unsatisfactory academic progress they will receive written notification of their exclusion for unsatisfactory academic progress. The written notice will inform students how and when appeals must be submitted.

- (19) Students may appeal to The College Academic Pathways Program Academic Appeals Committee against exclusion for unsatisfactory academic performance, on the grounds defined as misadventure and extenuating circumstances under the Academic Pathways Program Special Consideration Policy.
- (20) The Director, Academic Pathways Program and Associate Director, Learning and Teaching may determine, on behalf of The College, that there are no valid grounds on which to uphold an appeal, and therefore that the appeal will be dismissed. The Director, Academic Pathways Program and Associate Director, Learning and Teaching may determine, on behalf of The College, to uphold the appeal, if there are clear and significant grounds to do so.
- (21) On behalf of The College, the Director, Academic Pathways Program will convene a Panel to consider appeals that have been received by the due date and have not been upheld or dismissed in accordance with clause (17) above. The Panel will consist of:
- The Director, Academic Pathways Program (as Chair);
  - The Deputy Dean, The College; and
  - A member of The College Senior Management Team.
- (22) The Panel may determine to:
- uphold the appeal and remove the period of exclusion; or
  - dismiss the appeal.

The determination of the Panel will be final.

## **SECTION 6 - STATUS OF STUDENTS AWAITING THE OUTCOME OF AN APPEAL**

- (23) The College will make determinations on academic appeals as soon as practicable, but will not necessarily resolve any particular case before the close of enrolments for the next session. An application should be received from the student to continue with their enrolment up to the census date. A student whose appeal will not be resolved before the commencement of session will need to re-commence their studies in the following session.
- (24) If the appeal is upheld, the student will be permitted to enrol in the recommended course of study unless the current session has already commenced. Where the session has commenced, the student will need to re-commence their studies in the following session.

## **SECTION 7 - 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 2018

- c. National Standards for Foundation Programs (TEQSA)
- d. Higher Education Threshold Standards
- e. The College Academic Pathways Program Intervention Policy
- f. The College Student Complaint Handling and Resolution Policy
- g. Western Sydney University Progression and Unsatisfactory Academic Progress Policy
- h. Academic Pathway Programs Return-to-Study Procedure
- i. Academic Pathways Program Attendance Policy (in relation to International student compliance and exclusion)  
[https://www.westernsydney.edu.au/\\_data/assets/pdf\\_file/0019/1341046/APP\\_Attendance\\_Policy\\_v8\\_5Dec2017.pdf](https://www.westernsydney.edu.au/_data/assets/pdf_file/0019/1341046/APP_Attendance_Policy_v8_5Dec2017.pdf)

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## STATUS AND DETAILS

<b>Status:</b>	Current		
<b>Version:</b>	13		
<b>Effective Date:</b>	25 September 2018		
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<b>Approval Authority Policy:</b>	Western Sydney University Enterprises Board		
<b>Endorsed by:</b>	The College Academic Committee		
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<b>Unit Responsible:</b>	Academic Pathways Program		
<b>Enquiries Contact:</b>	Theresa Wyborn   P: 0437 278 315   E: <a href="mailto:t.wyborn@westernsydney.edu.au">t.wyborn@westernsydney.edu.au</a>		
<b>Available On:</b>	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>

## Summary of Changes from Previous Version

Related Legislation updated to current version

GPA requirement for satisfactory progress amended from 4.0 to 5.0

Section 2 (g) – inclusion of a new clause regarding “Exclusion for failure to complete the course in maximum time”.

Section 3 (11) and (12) – statement added regarding ‘exclusion for failure to complete the course in maximum time’ for domestic students, and new clause regarding International students and the Standard which applies to them.

Section 5 (20) – removed reference to Associate Director, Academic Support and replaced with Associate Director, Learning and Teaching.