



EXCELSIA
COLLEGE
Sydney - Australia

THIS POLICY IS CURRENTLY UNDER REVIEW BY
ACADEMIC BOARD

Document Name

ACADEMIC PROGRESS MONITORING AND INTERVENTION POLICY

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PURPOSE

Excelsia College students are normally expected to maintain satisfactory academic progress by passing all units in which they are enrolled and maintaining a minimum of 80% attendance in class for all on-campus units, unless otherwise stipulated in the unit's CUO. A student who fails any unit they have attempted is at risk of not completing the course in the minimum time frame. A student who does not pass over 50% of their enrolled units in any semester has not maintained minimum academic progress and is at risk of not being allowed to continue in the course. Additionally, a student who has failed a unit twice is not permitted to enrol in that unit again unless the Moderation Committee determines that exceptional circumstances apply.

The Excelsia College Academic Board has developed this policy to set out the process for identifying and assisting students at risk of not making satisfactory academic progress. It requires that academic staff systematically monitor and assess students' progress, and promotes strategies for early detection of students at risk of failing and timely intervention to support them in their studies.

Excelsia College strives to maintain a supporting learning environment, where the academic progress of every student is systematically monitored and supportive intervention provided where necessary to give students their best chance of success in their studies. However, each student is responsible for maintaining satisfactory academic progress, and failure to do so has serious consequences. Course progression requirements for overseas students are specified in Section 19 of the [Education Services for Overseas Students Act 2000](#), and students are notified that Excelsia College will report any student who breaches the course progression requirements.

STRATEGIES

Excelsia College staff employ a range of coordinated strategies to encourage and support students' progression through their courses. Before each semester commences the Head of School monitors the assessment processes in the School to ensure appropriate student loads and scheduling of requirements. During semester the Lecturer monitors academic progress at the unit level, engaging the students in early assessment wherever possible to enable the Lecturer to identify possible problems, and talk with students about appropriate support. The Head monitors the progress of all students at semester-end, and will discuss further intervention strategies with the Moderators and the Academic Board.

At semester-end students who fail 50% or more of their enrolled units are reported to the Academic Board as failing to maintain minimum academic progress. The Board places such students on probation for the following semester. They receive with their results a written formal notification from the Registrar enclosing a copy of the Academic Progress Monitoring and Intervention Policy. The notification will inform the student that any failure in the probationary semester will result in him/her being asked to Show Cause why he/she should be allowed to continue in the course. The notification may contain additional requirements, e.g. a reduced study load for one semester.

This end-of-semester intervention strategy aims to warn students of the seriousness of the situation, to encourage them to access support services, and to ensure they understand their responsibility for maintaining satisfactory academic progress.

The Head of School will monitor the progress of any student on probation, and may assign a Case Manager who can encourage the students to identify and address any personal issues that may be influencing academic progress. The Head or Case Manager will remind the student of support services they can access, and will ensure international students comply with their visa conditions. Students who wish to take a Leave of Absence or reduce their study load can discuss this with the Head.

In the case of overseas students who have failed 50% or more of the course requirements in a semester, the written formal notification includes a warning that failure to achieve passing grades for all units in their probationary semester will result in them being reported to the Department of Home Affairs (DHA) as not meeting the course progression requirements. This will normally lead to the cancellation of the student's visa.

Furthermore, Excelsia College reserves the right to suspend the enrolment of any overseas student who shows evidence of not making a genuine attempt to complete their course. This includes, but is not limited to, cases where students do not attend classes in all or the majority of their units, or who fail to submit assessment tasks or other assigned work on a regular basis. In such cases, students will be asked to 'Show Cause' as to why their enrolment should be continued. Students who are unable to 'Show Cause' within 10 working days will have their enrolment cancelled. If their 'Show Cause' is successful, they will be required to meet the conditions of an intervention plan to be determined by the Head of School and the Chief Academic Officer and will be placed on Academic Probation.

Any formal notification from the Registrar will refer students to the College's Academic Grievance Procedure and advise them that they are able to appeal within 20 working days.

In summary, the College encourages open dialogue between staff and students at all stages of the students' academic program so that problems and difficulties can be identified and overcome before they affect course progression. Staff will document their monitoring and intervention strategies to ensure students receive the best possible assistance to achieve their study goals.

REFERENCES AND RELATED DOCUMENTS

Academic Progress Monitoring and Intervention Procedure

Assessment Policy

Assessment Procedure

Student Grievance Policy and Procedures

Australian Universities Teaching Committee Assessing Learning in Australian Universities