



EXCELSIA
COLLEGE
Sydney - Australia

COURSE UNIT REGULATIONS

All students and academic staff **MUST** read these Course Unit Regulations. These Regulations apply to all units in the College. The College will **NOT** be held responsible for any disadvantage caused to students as a result of students not reading these Regulations.

A. PHILOSOPHY

Excelsia College policies and procedures, including those outlined in this document are framed in the context of the underlying intent to **build a higher education learning community**:

1. focused on excellence;
2. that is identifiably and unashamedly Christian;
3. where creative activity and academic performance is expected, valued, and appreciated;
4. staffed by qualified, supportive and dedicated teaching professionals;
5. attended by students who are mature and respectful members of a vibrant learning community;
6. producing graduates who contribute responsively and responsibly to their families, communities and workplaces.

B. ACADEMIC OFFENCES

The Table below summarises the **criteria and penalties for various academic offences** relating to course units within the College. Some of these offences are explained in more detail later in this document.

Offence	Criteria	Minimum Penalty	Maximum Penalty
Bullying, harassment, discrimination or intimidation towards any student or staff person	Every such case attracts a penalty	Warning from Head of School	Exclusion from the College
Disrupting, disadvantaging or demeaning the learning of other students	Every such case attracts a penalty	Warning from Head of School	Exclusion from the College
Incomplete assessments	Any missing assessment tasks or components of tasks	Warning from the lecturer and resubmission	Failure of the unit
Lack of class and/or online participation	Not participating fully in all designated class and/or online activities	Warning from Lecturer	Failure of the unit
Plagiarism	Every case of plagiarism attracts a penalty	Downgrade of marks for assignment (for initial minor offence)	Exclusion from the College
Submission of sub-standard written work for assessment	Any written assignment not meeting Minimum Assignment Standards	Return of assignment to student for resubmission	Failure of the assignment
Wilfully damaging property of the College or any of its staff or students	Every case of wilful damage attracts a penalty	Warning from Head of School	Exclusion from the College

C. GRADING

Student performance in a course unit is graded and notified according to the following scale. Only letter grades are published, not numerical marks. The level and meaning of each grade is as follows:

Final Grades

H	High Distinction	85%-100%	Outstanding level of achievement
D	Distinction	75% - 84%	High level of achievement
C	Credit	65% - 74%	Intermediate level of achievement
P	Pass	50% - 64%	Adequate level of achievement
N	Fail	0-49%	Inadequate level of achievement
S	Satisfactory		Required level of achievement in a unit assessed only on a Pass/Fail basis
CS	Conditional Satisfactory		Required level of achievement will be reached through the satisfactory completion of an extension unit
WN	Withdrawn Fail		Student withdrew from unit after the final date for withdrawal without failure (census date)
W	Withdrawn		Withdrawal without penalty after census date in approved special circumstances. This grade can only be issued by the Registrar.

Interim Grades (Questions about interim grades should be directed to the Lecturer)

X	Extra Work Required	Additional work must be completed successfully for a 50% P- (Pass) grade to be awarded. An X grade cannot be converted to a higher grade than a Pass grade.
E	Extension	Unit extension granted, in exceptional circumstances, for a short time beyond the end of a semester. Any grade may be awarded on successful completion of all required work.
I	Incomplete	Unit extension sometimes granted for a short time beyond the end of semester, usually as part of an intervention strategy for a student at risk. Only a 50% P- (Pass) grade may be granted on successful completion of outstanding work.
U	Result Unavailable	An interim grade to allow for unavoidable marking delays
NC	Not Complete	An interim grade issued when a unit has not yet finished
IP	In Progress	An interim grade issued at semester-end in a year-long unit

The general standards that students must achieve to obtain various results are described in more detail [here](#).

D. CLASS ATTENDANCE AND PARTICIPATION

Class attendance and participation are critical for student success. As such, **full attendance and participation in all classes** is a clear College expectation, and students can FAIL units on the basis of inadequate class attendance and/or participation. Enrolment in a unit indicates the student's acceptance of responsibility for attending all class sessions as required, participating fully in all class activities, and completing to an acceptable standard all in-class (and other) assessment tasks and activities.

In addition, absences from class may be used as evidence in cases involving unsatisfactory academic progress and/or academic misconduct.

E. MONITORING MINIMUM ACADEMIC PROGRESS

Lecturers will oversee student progress in each unit by monitoring:

1. attendance
2. participation
3. assessment submission and/or performance.

Student failure to complete requirements in any of the areas above will result in the student being deemed **"At Risk of Failure"**. Lecturers will advise relevant Heads of School about students considered to be "At Risk". A Head of School may recommend that a student "At Risk":

1. accesses tutorials, mentoring, or study skills programs
2. reduces their current course load
3. attends counselling (a free service is provided by the School of Counselling)
4. completes additional work for learning development
5. accesses other services as deemed appropriate.

Minimum academic progress is defined as passing 50% of all enrolled units in every semester. Under Standard 10 of the National Code 2007, Excelsia College is required to systematically monitor, record, and assess students' course progression, and put in place strategies that identify and assist students who are at risk of not making satisfactory course progress.

Staff will document their monitoring and "At Risk" intervention strategies to ensure students receive the best possible assistance to achieve their study goals. Students failing to fully participate in interventions addressing their "At Risk" status may become ineligible for assessment in the unit concerned.

The College's processes for monitoring student progress through the courses are set out in the Academic Progress Monitoring and Intervention Policy and Procedure.

F. ASSESSMENT

All Excelsia College units require the completion and submission of **all assessment tasks and all components of each task**. Successful completion of a unit can only be achieved if all unit assessment requirements are satisfied, as published in the course unit outline. Each unit outline includes a detailed description of the expectations for each assessment task. Type-written assignments are submitted via WI Online (by midnight on the due date). Unless otherwise advised by the School, all other assignments are submitted in hard copy to the Assignment Box located in the Library (by 4.00 pm on the due date). Written assignments will not be accepted by fax or email and cannot normally be given directly to lecturers. Each assignment must be accompanied by an Assignment Title Page on which the student makes certain declarations about the work being their own, submitted for the first time, and acknowledging sources. Unless an extension has been applied for and granted in accordance with the Extensions Policy and Procedure, where a student submits an assessment past its due date, the assessment marks will be reduced at the rate of 5% of the total possible marks for the assessment item per calendar day, up to 14 days late.

Assessment tasks are graded against the published criteria and allocated the percentage weighting stated in the unit outline. A student will normally only be allowed to undertake assessment tasks if he/she has satisfied class participation requirements. Once a task is assessed, students will receive written feedback including a preliminary grade. The grade awarded for any assessment will be subject to a Moderation process at the end of the semester and may be altered accordingly.

Written assessments should conform to the **Minimum Standards** outlines below. Assignments not meeting these standards are open to a range of penalties up to and including automatic failure of the assignment.

Element	Minimum Standard
Content	Assignments must at the very least address: (a) the topic/question of the assignment AND (b) each major section of the assignment.
Original Work	The assignment must have been prepared by the student for the assignment in question and must not reuse work previously submitted for another assignment except where such re-use is specifically permitted in the assignment guidelines.
Presentation	All assignments must: (a) Be type-written (hand-written assignments are NOT acceptable unless specifically permitted for certain assignments). (b) Be double line spaced . (c) Use a 12pt ' plain ' font (e.g., Times New Roman, Calibri, Verdana, Arial). (d) Use page margins that are at least two centimeters all round (i.e. left, right, top and bottom). (e) Be arranged in paragraphs under appropriate headings as required (e.g., certain specific headings may be required in certain assignments). (f) NOT use colour anywhere in the assignment unless specifically required in the assignment guidelines. (g) Written assignments must follow the referencing system set out in the Style Manual, unless another standard referencing system is specified (e.g., Harvard, Chicago, APA). (h) Include a separate Cover Page and Reference List/Bibliography , unless specified otherwise in the assignment guidelines.
References	Unless specifically stated otherwise in the assignment guidelines, for (a) undergraduate assignments requiring references, at least three (3) academic or professional references (e.g., journals, papers, academic texts, professional papers) must be cited per 1000 words of text. (b) postgraduate assignments requiring references, at least five (5) academic or professional references (e.g., journals, papers, academic texts, professional papers) must be cited per 1000 words of text .
Spelling	Less than 5 spelling errors per 1000 written words.
Syntax/Grammar	Less than 5 syntactical/grammatical errors per 1000 written words.
Word Limit	All assignments must be within 10% (over or under) of the stated word limit for the assignment (not including references, appendices and supplementary materials).

G. EXTENSIONS

Any application for an assignment/assessment extension **MUST be made BEFORE the published due date**. Lecturers will not (without penalty) accept late work for which a prior extension has not been obtained. In general extensions to submission deadlines are only granted for circumstances for which the student is not responsible, and which prevent the student from completing an assessment task by the due date. Such circumstances may be summarised under the following headings:

1. medical (with a Medical Certificate as supporting evidence);
2. bereavement (supported by funeral or similar notice);
3. official (evidence of studies being significantly interrupted by court, jury duty, immigration requirements, or similar official business over the timing of which the student has no control)

4. unforeseen circumstances of a serious nature (beyond a student's control, for which the student is not responsible, and which will prevent the student from timely submission of an assessment task).

Situations that do NOT constitute acceptable reasons for an extension include, but are not limited to:

1. computer difficulties (student must regularly Save, Print, Back-up ALL their work).
2. workload pressures involving the current or other subjects.
3. employment or study-related interviews or appointments.
4. employment-related workload pressures or difficulties.
5. absence from home (except in emergencies relating to the permissible reasons listed above).
6. domestic tensions or issues, including issues involving pets.
7. medical appointments other than in the case of serious illness or emergency.

If an extension is required, students complete the Application for Extension, present it to the relevant Lecturer for endorsement, and then to the Head for approval. The student must keep a copy of the approved form and provide a copy to the Lecturer. The original approved form must be attached to the submitted assignment in order to ensure that no penalty is applied for lateness.

Students should not expect an extension for more than 10 working days. No 'blanket' (group-wide, class-wide, or subject-wide) extensions will be granted without the permission of the Academic Director. It is unusual for extensions to be granted for the final assessment task in any semester unless the marking and moderation deadlines can still be met.

H. ACADEMIC INTEGRITY

The College regards academic misconduct as a very serious matter and will impose strict penalties when it is found to have occurred. Academic misconduct includes, but is not limited to: plagiarism, cheating, collusion, fraud, improper behaviour, misrepresentation, and unethical behaviour.

The Style Manual includes a section on plagiarism and how to avoid it, with detailed guidelines for correct referencing procedures.

For further details, please refer to the College's Academic Integrity Policy and Procedure. All students must read this document to ensure they understand the College's academic integrity requirements.