



# Higher Education Progression Policy

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## Purpose

To describe the minimum success standards expected of higher education students to ensure their progression through to graduation. To ensure that “at risk” students are identified and directed to receive course advice and/or counselling. Should the students continue to produce unsatisfactory academic performance the policy describes sanctions in the form of conditional enrolment and possible exclusion from further study in the course.

## Scope

This progression policy applies to local students at Box Hill Institute in higher education courses. For inbound international students on student visas, please refer to the Inbound International Student Monitoring Course Progression Policy and Procedure.

## Policy

Box Hill Institute teaching staff will identify students who are experiencing difficulties in their studies and are at risk of academic failure, and will provide timely and constructive feedback to enable them to undertake actions to improve their academic performance. Should the student’s academic performance remain unsatisfactory they may be asked to reduce their workload through a conditional enrolment, or be excluded from further study if their progress continues to fall below the criteria required for successful completion.

## Definitions

**‘At risk’ students** - Any student whose academic performance is unsatisfactory in any six-month period may be 'at risk'.

**Unsatisfactory progress** - It is considered to be unsatisfactory progress if:

- A full time student fails two or more subjects in any one semester, or a minimum of four subjects in any full academic year, applied pro rata for part-time students
- A student fails the same unit, or equivalent unit, on two occasions.

**Conditional enrolment** - Students whose academic performance remains unsatisfactory at the December progress review will be placed on conditional enrolment for the following twelve months and must enrol for a reduced academic load during that time. A student placed on conditional enrolment has the right of appeal to the Academic Appeals Committee.

For full time students, the reduced load should not exceed 18 credit points per semester; for part time students the load must not exceed 12 credit points per semester, except at the discretion of the Course Leader. Students enrolled in courses that do not adhere to the semester academic calendar must consult their Course Leader to determine the reduced study load to be undertaken during the year of Conditional Enrolment.

A student who is on conditional enrolment must consult their Course Leader for assistance with study planning.

Any student whose academic performance remains unsatisfactory during the period of conditional enrolment will be excluded from study at the Institute for a further twelve months. The student has the right of appeal to the Academic Appeals Committee.

**Excluded from study** - A student who is excluded from study may not continue their study in the course in which they are enrolled. However during the period of exclusion a student may seek admission to a different course of study at the Institute.

**Multiple failure of units** - A student who fails the same unit, or a unit deemed equivalent by the Institute, on two separate occasions will be excluded from study at the Institute for twelve months. A student excluded from study under this clause has the right of appeal to the Academic Appeals Committee.

**Progress review** - A progress review is held in June and December by the Centres to formally review all students whose academic performance is considered unsatisfactory or who have reached the maximum time allowed to complete a course. The process may place these “at risk” students on conditional enrolment or exclude students from study.

“At risk” students who have enrolled in mid-year, and therefore have only studied for one semester by December, will not be included in the progress review but should receive advice on actions to improve their performance from the Course Leader and their progress will be reviewed in July.

**Maximum Length of Enrolment** - A student who fails to complete a course within a reasonable timeframe as set out in the course description will be excluded from the course.

The Institute has defined a reasonable timeframe as follows:

The maximum time to complete a course is considered to be one and a half times the minimum time required for a part-time student to complete the course. The time for completing the course is calculated from the total required credit points. As it is expected that it will take six years to complete a degree as a part-time student, therefore, the maximum time allowed to complete a 144-point Bachelor degree will be nine years. Shorter courses will have the maximum length reduced according to the total credit points required for completion, pro rata using the above formula.

Any student who fails to complete their course in the prescribed maximum time will be excluded for a period of two years. A student excluded from study under this clause has the right of appeal to the Academic Appeals Committee.

Periods of approved Leave of Absence are excluded from the length of time calculation.

## Code of Conduct

All staff are expected to conduct themselves in a manner consistent with the Code of Conduct for the Victorian Public Sector and in accordance with the Box Hill Institute Code of Conduct for Staff.

All students are expected to conduct themselves in a manner consistent with the Institute Student Code of Conduct and in accordance with the requirements of Box Hill Institute Student & Academic Policies and Procedures.

## Principles

**Identification of Support Needs** - Higher education students will be regularly monitored against clear standards to identify unsatisfactory progress.

**Support for Improvement** - Those considered “at risk” will be offered constructive feedback to enable them to undertake actions to improve their academic performance.

**Consequences for lack of progress** - Students whose academic performance remains unsatisfactory may be penalised within the framework of the policy and procedure.

**Right of Appeal** - Students will have a right of appeal in a fair and equitable process.

## Responsibilities

### Course Leader

In July the Course Leader will identify any student whose academic performance is unsatisfactory and/or who is likely to exceed the maximum time allowed to complete a course. The Course Leader will meet with the student to explain why they are “at risk”. The potential penalties and suggested ways to improve academic performance should be communicated to the student in writing.

In December the Course leader will review all students’ progress and identify those who have not met the requirements, and/or have reached the maximum time allowed to complete a course. An appropriate action such as conditional enrolment or exclusion from the course will be communicated to the student in writing. A report will also be sent to the Higher Education Board of Studies.

### Accreditation and Recognition Subcommittee

Decides if the appeal should be heard and, if required, convenes an Appeals Panel.

### Academic Appeals Panel

Students may appeal to the Academic Appeals Panel against exclusion, or conditional enrolment for unsatisfactory academic performance.

The Academic Appeals Panel considers any appeals arising from the Centre’s decisions and can overturn any decisions made if required. Appeal submissions and

outcomes will be documented and a report sent to the Higher Education Board of Studies.

### **Chairperson of the Accreditation and Recognition Subcommittee**

The Chairperson of the Accreditation and Recognition Subcommittee sets up an Appeals Panel, writes to the applicant and informs them if there are not sufficient grounds for reconsideration or the provides details of the appeal hearing and writes to the student advising them of the decision of the Appeals Committee.

### **Records**

The July meeting between an “at risk” student and the Course Leader will be recorded and any actions recommended will be signed by the Course Leader and student. The record will be put on the student’s file.

December progress review decisions will be documented and put on the student’s file and a report sent to the Higher Education Board of Studies.

### **References and Compliance Requirements**

NIL

### **Related Documents**

#### [Higher Education Progression Procedure](#)

Inbound International Student Monitoring Course Progression Policy and Procedure

#### [Grievance and Review for Academic and Non-Academic Matters Policy and Procedure](#)

### **Review**

This policy must be reviewed no later than five (5) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re- approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

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#### **DOCUMENT CONTROL**

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