

# STUDENT ACADEMIC PROGRESS POLICY

## SCOPE

This policy applies to:

- all coursework award courses (except pathway diplomas); and
- all teaching locations with the exception of the former Monash South Africa campus.

Coursework students at the former Monash South Africa campus should refer to the [Academic Progress Intervention Strategy Procedures](#), [Faculty Academic Progress Committee Procedures](#), [Exclusion Appeals Panel Procedures](#) and the [Monash University \(Academic Board\) Regulations](#) for the duration of teach-out, to end-2022.

## POLICY STATEMENT

### 1. Principles for student academic progress

- 1.1 Academic progress is the process by which students are able to advance in their course of study, having fulfilled all academic requirements.
- 1.2 The University manages academic progress in a way that acknowledges the circumstances that may affect a student's ability to advance in their course of study.
- 1.3 The University supports students to fulfil the requirements of their course by:
  - identifying students at risk of not making satisfactory progress throughout their course;
  - supporting students at risk through specific strategies and academic advice; and
  - continuously monitoring the academic progress of students at risk.
- 1.4 Faculty and University support services are responsible for providing students at risk with strategies and advice to support satisfactory progress in their studies.

### 2. Reviewing students' academic progress

- 2.1 To ensure students at risk are identified early, the University will review the academic progress of students following two set academic progress periods each calendar year and otherwise at the discretion of the dean (or delegate) ([Monash University \(Academic Board\) Regulations](#), Part 4).
- 2.2 The first academic progress period includes all teaching periods with results released after the day on which semester 2 results are released up to and including the day on which semester 1 results are released.
- 2.3 The second academic progress period includes all teaching periods with results released after the day on which semester 1 results are released up to and including the day on which semester 2 results are released.
- 2.4 Students who trigger one or more of the following criteria in a set academic progress period will be deemed to have made unsatisfactory academic progress:
  - 2.4.1 receive a fail grade for 50 per cent or more of the completed credit points (except students who meet the criteria in section 4.1.1);
  - 2.4.2 fail the same unit for a second or subsequent time; or
  - 2.4.3 fail to successfully complete at least half, two-thirds or three-quarters of the credit points required for the course within the same fraction of the maximum course duration or exceeded the maximum course duration without completing the course.
- 2.5 Students will also be deemed to have made unsatisfactory progress in a set academic progress period if they:
  - 2.5.1 fail to meet a compulsory course requirement; or
  - 2.5.2 fail to comply with any enrolment conditions set by the faculty as a result of academic progress processes.

- 2.6 Students who are either at risk of, or demonstrating, unsatisfactory academic progress will be allocated one of three academic progress risk levels:
- Academic progress risk level 1: Advice;
  - Academic progress risk level 2: Monitoring; or
  - Academic progress risk level 3: Intervention.
- 2.7 The University will record students' academic progress risk levels in the student management system.
- 2.8 Where the University has an arrangement for delivering a course in conjunction with a third party, the managing faculty remains responsible for reviewing student academic progress and undertaking the academic progress actions as set out in this policy and supporting procedures.

### 3. Academic progress risk level 1: Advice

- 3.1 A student is allocated level 1 if they have failed one or more units in an academic progress period, but have not triggered an unsatisfactory academic progress criterion (see sections 2.4 and 2.5).
- 3.2 The University will support level 1 students through an online tool, assisting students to identify academic or non-academic areas where they need support and directing them to appropriate support resources and services.
- 3.3 Where appropriate, students will also be offered an academic performance support meeting to assist with unit selection in subsequent teaching periods.
- 3.4 Where appropriate, recommendations can be made or conditions may be set on the students' enrolment.

### 4. Academic progress risk level 2: Monitoring

- 4.1 A student is allocated level 2 if they have triggered one or more unsatisfactory academic progress criteria in section 2.4 in an academic progress period, but did not trigger any criteria in their previously reviewed academic progress period.
- 4.1.1 A student who enrolls in a single 6, 12 or 18 credit point unit in their first review period at Monash and fails that unit will instead trigger risk level 1.
- 4.2 The University will support level 2 students by assisting them to identify academic or non-academic areas where they need support and directing them to appropriate support resources and services using an online tool.
- 4.3 Where appropriate, students will also be offered an academic performance support meeting to assist with unit selection or provide options for a course transfer or an alternative exit.
- 4.4 Where appropriate, recommendations can be made or conditions may be set on the students' enrolment.

### 5. Academic progress risk level 3: Intervention

- 5.1 A student is allocated level 3 if they have:
- 5.1.1 triggered one or more unsatisfactory academic progress criteria in section 2.4 for a second consecutively reviewed academic progress period;
- 5.1.2 failed to meet one or more compulsory course requirements in section 2.5; or
- 5.1.3 failed to comply with enrolment conditions set in the previous review period (see section 2.5).
- 5.2 The managing faculty will review the academic progress of all students at level 3, including information provided by the student, and can:
- recommend actions to be taken by the student; and/or
  - invite the student to an academic performance support meeting; and/or
  - allow the student to remain enrolled without conditions; and/or
  - allow the student to remain enrolled with enrolment conditions; or
  - refer the student to an Academic Progress Committee hearing.

### 6. Academic Progress Committee

- 6.1 The Academic Progress Committee is responsible for reviewing the student's academic progress at a hearing and determining whether the student can continue their enrolment at the University.
- 6.2 The Academic Progress Committee of the managing faculty is responsible for reviewing the academic progress of double degree students.
- 6.3 Where the student is concurrently enrolled in a bachelor's degree and a diploma course at the University, and there is more than one managing faculty, the Academic Progress Committee of both managing faculties must confer before the Academic Progress Committee hearing.

- 6.4 The Academic Progress Committee hearing provides an opportunity for the student to submit information to the committee in writing and in person to demonstrate that they can successfully complete their course within the maximum duration. This can include demonstrating:
- an understanding that their academic performance to date is unsatisfactory;
  - an understanding of the factors that have negatively affected their academic progress;
  - the actions they have taken to improve their performance; and
  - the viability of their plan to address the factors negatively affecting their academic progress.
- 6.5 The Academic Progress Committee is responsible for reviewing the student's academic progress, the information the student has provided in writing and in person and can:
- allow the student to remain enrolled without conditions;
  - allow the student to remain enrolled with conditions;
  - recommend actions to be taken by the student; or
  - exclude the student from their course of study.

## 7. Appeals and reviews

- 7.1 Under the following specific circumstances, a student has the right to appeal or seek review of certain decisions made in the academic progress process.
- 7.1.1 A student can seek a review of the conditions set on their enrolment if new, relevant information becomes available, and this information was not previously and reasonably available to the student prior to the enrolment conditions being set.
- 7.1.2 A student can appeal the decision to exclude them from their course of study on the basis of procedural irregularity or where new, relevant information becomes available, and this information was not previously and reasonably available to the student prior to the exclusion being applied.

## DEFINITIONS

Academic progress	Means by which students meet the academic requirements of their course and progress to course completion.
Academic Progress Committee	The committee responsible for reviewing students' academic progress and determining whether they can continue their enrolment at the University.
Academic progress compulsory course requirement	Compulsory course requirements, listed in the Handbook, that are specific to academic progress processes. Students who do not meet these requirements will trigger risk level 3.
Enrolment conditions	Enrolment conditions are mandatory conditions, applied in subsequent academic progress review periods, to a student's unit or course enrolment. Compliance with enrolment conditions can be taken into consideration by the Academic Progress Committee. Enrolment conditions can: <ul style="list-style-type: none"> <li>• limit the number of credit points a student can enrol in in a specific teaching period/s; and/or</li> <li>• specify or limit the type of units that can be enrolled in.</li> </ul>
Handbook	A handbook published annually by the University specifying courses of study and units of study to or in which students may be admitted or enrolled during the year for which it is published.
Managing faculty	The faculty assigned responsibility for coordinating administrative matters for a course (including but not restricted to admission, enrolment, course advice, academic progress and academic referral). For double degree courses the managing faculty is as specified in the University Handbook.

## GOVERNANCE

Supporting procedures	<a href="#">Student Academic Progress Procedure</a> <a href="#">Academic Progress Committee Procedure</a> <a href="#">Exclusion Appeals Procedure</a>
Supporting schedules	

Associated policies	<a href="#">Assessment and Academic Integrity Policy</a> <a href="#">Learning and Teaching Policy</a>
Policy owner	Deputy Vice-Chancellor (Education)
Legislation mandating compliance	<a href="#">Higher Education Support Act 2003 (Cth)</a> <a href="#">Education Services for Overseas Students Act 2000 (Cth)</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> <a href="#">Monash University Act 2009 (Vic)</a> <a href="#">Monash University Statute</a> <a href="#">Monash University (Council) Regulations</a> <a href="#">Monash University (Academic Board) Regulations</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>
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