

STUDENT ACADEMIC PROGRESS PROCEDURE

SCOPE

This procedure 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.

PROCEDURE STATEMENT

1. Monitoring student academic progress

- 1.1 The managing faculty will review the academic progress of students at the end of two academic progress periods and the academic risk level is based on that review:
 - 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.
 - 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.
- 1.2 All unit results released within the academic progress period will be included in the review of the student's academic progress, except where withdrawn (WDN and WI) and interim (DEF, NS and WH) grades are awarded.
- 1.3 Any changes to results after the end of an academic progress period will not change any referrals already made to an academic progress committee, except where the change is made to correct an error of the University.
- 1.4 Students who fail one or more units or trigger the unsatisfactory academic progress criteria, outlined in the [Student Academic Progress Policy](#), will be allocated one of three levels to indicate their level of academic progress risk:
 - Academic progress risk level 1: Advice;
 - Academic progress risk level 2: Monitoring; or
 - Academic progress risk level 3: Intervention.
- 1.5 Students on intermission or with an inactive enrolment for the following teaching period can still be referred to an academic progress committee meeting or invited to attend an academic performance support meeting so timely interventions can be provided. The students' academic progress level will remain unchanged until the next reviewed academic progress period.
- 1.6 A student who is allocated an academic progress risk level, who then achieves satisfactory progress in their next reviewed academic progress period, will have the academic progress risk level removed.

2. Students with interim grades

- 2.1 Students with interim grades (DEF, NS and WH) will be sent a risk level notice if their finalised grades meet the criteria for a risk level. Where students have interim results but have not met the criteria for a risk level, they will be sent an Academic Progress Support email (see section 8).
- 2.2 Where students with interim results are at risk level 3 and are referred to a hearing, consideration must be given to the students' full academic record. An academic progress committee cannot make assumptions about the final results of units with interim results.
- 2.3 Where a unit has an interim grade and the grade is finalised after the final notice round for the review period, the faculty can reassess the student's academic progress, although no further risk notice will be sent and the risk level will not change.

- 2.3.1 The faculty can determine the appropriate intervention required including making recommendations, inviting students to an academic performance support meeting and setting enrolment conditions. The dean (or delegate) can refer the student to a hearing at any time [Monash (Academic Board) Regulations 30(1)].
- 2.3.2 Where a student is referred to a hearing, consideration must be given to the timing to avoid academic progress hearings during critical times of the teaching period (e.g. the final scheduled assessment period) and to any subsequent finalised unit results.

3. Communication to students

- 3.1 The University will notify students within 10 working days of the end of the academic progress period if they have been allocated an academic progress risk level.
- 3.1.1 Students with results finalised after the deferred and supplementary results release date will be sent risk level notices within 15 working days of the results release date.
- 3.2 All official communication to students will use content approved by the Deputy Vice-Chancellor (Education).
- 3.3 All communication will be sent to the student's Monash email address unless the managing faculty is aware that the student does not have access to the Monash email address. In these circumstances, the communication can be delivered by other means.
- 3.4 All communication will have a deemed delivery date. For communications sent via email, the deemed delivery date is the date the email was sent.

4. Satisfactory progress

- 4.1 A student is deemed to have made satisfactory academic progress if they:
- 4.1.1 do not trigger any unsatisfactory academic progress criteria in an academic progress period (see Student Academic Progress Policy, section 2.4 and 2.5); and
- 4.1.2 have not failed any units in an academic progress period.

5. At risk of unsatisfactory academic progress

Academic progress risk level 1: Advice

- 5.1 A student is deemed to be at risk of making unsatisfactory academic progress and will be allocated level 1 if they meet the criteria set out in the [Student Academic Progress Policy](#) section 3.1. Where a student is allocated to level 1, the managing faculty will:
- issue a notice of unsatisfactory academic progress (level 1) informing the student they have been assessed as being at risk of making unsatisfactory academic progress;
 - direct the student to complete the self-assessment tool provided;
 - use the information collected in the self-assessment tool (including any previous submissions) to direct the student to tailored support services and resources; and
 - where appropriate, invite students to an academic performance support meeting, make recommendations or set enrolment conditions.

6. Unsatisfactory academic progress

- 6.1 A student is deemed to be making unsatisfactory academic progress and allocated level 2 or level 3 if they trigger one or more of the unsatisfactory academic progress criteria (see Student Academic Progress Policy, sections 2.4 and 2.5).

Academic progress risk level 2: Monitoring

- 6.2 A student will be allocated level 2 if they have:
- triggered one or more of the unsatisfactory academic progress criteria set out in the [Student Academic Progress Policy](#), section 2.4, in an academic progress period; and
 - not been at level 2 or level 3 in their previously reviewed academic progress period.
- 6.2.1 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.
- 6.3 The managing faculty will:
- issue a notice of unsatisfactory academic progress (level 2) informing the student they have been assessed as making unsatisfactory academic progress;
 - direct the student to complete the self-assessment tool provided;

- use the information collected in the self-assessment tool (including any previous submissions) to direct the student to tailored support services and resources;
 - where appropriate, require the student to attend an academic performance support meeting, make recommendations or set conditions on the student's enrolment; and
 - inform the student that their engagement with any academic performance support meeting, and compliance with any recommendations or enrolment conditions set, will be recorded and considered in future academic progress processes (see section 6.7).
- 6.4 At an academic performance support meeting, the student may be advised about options for course transfer or an alternative exit from their course.
- 6.5 The student may bring a support person to the academic performance support meeting.
- 6.6 As an outcome of an academic performance support meeting, the faculty can recommend that the student:
- follow a course progression plan;
 - reduce their enrolment load;
 - seek support from University Support Services such as professional medical or counselling assistance; and/or
 - seek assistance from an academic learning support service.
- 6.7 If a student triggers a risk level in a future academic progress review period, the faculty must take into consideration the student's engagement with earlier academic performance support meetings, and compliance with any recommendations made and enrolment conditions set, when determining an intervention or the outcome of an academic progress committee hearing.

Academic progress risk level 3: Intervention

- 6.8 A student will be allocated level 3 when they have:
- triggered one or more unsatisfactory academic progress criteria set out in the [Student Academic Progress Policy](#) section 2.4 in the academic progress period, and been at level 2 or level 3 in the previously reviewed academic progress period; or
 - triggered any of the criteria in the [Student Academic Progress Policy](#) section 2.5.
- 6.9 Students who were at risk level 3 for failing to complete a compulsory course requirement or for not complying with enrolment conditions will only trigger risk level 3 in a subsequent review period based on their unit results.
- 6.10 All students allocated level 3 will be referred to the dean (or delegate) of the managing faculty to determine the appropriate intervention in accordance with sections 6, 7 and 8.

7. Notice of unsatisfactory academic progress (level 3)

- 7.1 Students who have been allocated level 3 will be issued a notice of unsatisfactory academic progress (level 3). This notice informs the student that their academic progress is being reviewed and that they may be asked to attend an academic progress committee hearing.
- 7.2 The notice of unsatisfactory academic progress (level 3) will be sent to the student within 10 working days of the end of the academic progress period. The student can agree in writing to a shorter notice period.
- 7.3 The notice of unsatisfactory academic progress (level 3) must contain clear advice on:
- the reason/s why the faculty believes the student's academic progress is unsatisfactory, including the unsatisfactory academic progress criteria or other basis for referral;
 - the academic progress review process and the possible outcomes; and
 - any other information as determined, and in the form required, by the Deputy Vice-Chancellor (Education).
- 7.4 Where a student receives a notice of unsatisfactory academic progress (level 3) and subsequently submits a complaint related to their academic progress or inability to progress, the complaint must not be decided until the academic progress committee process has concluded.

8. Academic progress support email (risk level undetermined)

- 8.1 At the end of the review period, students who have interim results but have not met the criteria for a risk level will be sent an academic progress support email with no risk level recorded. Students will be encouraged to complete the online self-assessment tool.
- 8.2 At the time the interim grade/s is/are finalised, the faculty can choose to reassess the student's academic progress and determine the appropriate intervention. A risk level notice will not be sent and the risk level will not be recorded in the student management system. The academic process for students with interim results is in section 2.

9. Student response and providing evidence

- 9.1 All students sent a notice of unsatisfactory academic progress (level 3) will be required to respond to the notice in the specified manner and submit the required documentation by the specified date. The specified date must be at least three working days after any formal University shut-down period.
- 9.2 The notice of unsatisfactory academic progress (level 3) will ask the student to:
- respond to the notice in the specified manner;
 - demonstrate they understand that their academic progress is unsatisfactory;
 - explain the factors that have affected their academic progress;
 - detail the steps they will take (or have taken) to ensure their academic progress is satisfactory in the next academic progress period;
 - explain why they should be allowed to continue their enrolment in their course;
 - demonstrate that they can successfully complete the course within the maximum duration; and
 - if supporting documentation is not available by the specified date, advise when the documentation will be provided.
- 9.3 Original supporting documentation is not required but must be made available at the faculty's request.
- 9.4 All documentation must be in English or accompanied by a translation by an accredited translator (e.g. NAATI in Australia).
- 9.5 The student may seek permission to provide evidence of a sensitive nature in a sealed envelope to the chair of the academic progress committee via the executive officer.
- 9.6 Students can request to discontinue their course when they respond to the notice. Once the response is submitted and received by the managing faculty, the request will be actioned and cannot be rescinded.

10. Reviewing academic progress and notice of decision (academic progress)

- 10.1 The dean (or delegate) will review the academic progress of every student who is sent a notice of unsatisfactory academic progress (level 3).
- 10.2 The dean (or delegate) will review the available evidence, including information submitted by the student in their response, and can:
- allow the student to remain enrolled without conditions;
 - set conditions on the student's enrolment; or
 - refer the student to an academic progress committee hearing.
- 10.3 Where the dean (or delegate) allows the student to continue their enrolment, with or without conditions, the student will be sent a notice of decision (academic progress) within 10 working days.
- 10.4 Where the dean (or delegate) refers the student to an academic progress committee hearing, the dean (or delegate) cannot be a member of that committee.

Review of enrolment conditions

- 10.5 A student can apply for a review of the conditions set on their enrolment where new information becomes available, which was not previously and reasonably available to the student prior to the enrolment conditions being set, and which would have the potential to affect the conditions imposed.
- 10.6 The review application must include the details of the new and relevant information and be submitted to the managing faculty within 10 working days of the date the notice of decision (academic progress) is sent.
- 10.7 The dean (or delegate) will consider the enrolment conditions set, the new information provided and respond to the review application within five working days.
- 10.8 The dean (or delegate) will either:
- dismiss the review application, in which case the original conditions on enrolment will remain;
 - set new conditions on enrolment; or
 - allow the student to continue their enrolment with no conditions

Notice of academic progress committee hearing

- 10.9 Where the student responded to the notice of unsatisfactory academic progress (level 3) and the dean (or delegate) refers the student to an academic progress committee hearing, the student must be sent a notice of academic progress committee hearing at least five working days before the hearing. The hearing date must be included in the notice of hearing.

- 10.10 A notice of hearing (academic progress) will not be sent to students who did not respond to the notice of unsatisfactory academic progress (level 3). These students will have their academic progress assessed and the outcome determined at the academic progress committee hearing in their absence.
- 10.11 Where possible, hearings should be avoided on a Friday afternoon or at times when the availability of student support services may be limited.
- 10.12 The academic progress committee hearing will be conducted as set out in the [Academic Progress Committee Procedure](#).

DEFINITIONS

Academic performance support meeting	Meeting at which students are provided advice, recommendations or enrolment conditions to support them with their academic progress.
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 requirements	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.
Deemed delivery date	The date a notice is deemed to have been delivered to the student after applying the delivery times set out in regulation 37 of the Monash University (Academic Board) Regulations .
Enrolment conditions	<p>Enrolment conditions are mandatory conditions that can be 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 when considering exclusion.</p> <p>Enrolment conditions can:</p> <ul style="list-style-type: none"> • limit the number of credit points a student can enrol in in a specific teaching period/s; and/or • specify or limit the type of units that can be enrolled in.
Fail grades	Fail (N) grade and Withdrawn Fail (WN) grade as set out in the Grading Schema Procedure
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.
Interim grades	Deferred Assessment (DEF) grade, Supplementary Assessment (NS) grade, Withheld (WH) grade as set out in the Grading Schema Procedure .
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.
Notice of hearing (academic progress)	A notice that formally advises the student that their academic progress will be reviewed at an academic progress committee hearing, and provides details of the hearing.
Notice of decision (academic progress)	A notice that formally advises the student of the outcome of the academic progress committee hearing, the reasons for the decision and any right to appeal.
Notice of decision (dean or delegate)	A notice that formally advises the student of the outcome of a review of their academic progress by the dean (or delegate), the reasons for the decision and any right to appeal.
Notice of unsatisfactory academic progress (level 1)	A notice that formally advises the student that they have been allocated to academic progress risk level 1, and any actions required of them.
Notice of unsatisfactory academic progress (level 2)	A notice that formally advises the student that they have been allocated to academic progress risk level 2, the triggered unsatisfactory academic progress criteria and any actions required of them.

Notice of unsatisfactory academic progress (level 3)	A notice that formally advises the student that they have been allocated to academic progress risk level 3, the triggered unsatisfactory academic progress criteria, that their academic progress is being reviewed and they may be asked to attend an academic progress committee hearing, and directs the student to provide a response to the notice.
Withdrawn grades	Withdrawn (WDN) grade and Withdrawn Incomplete (WI) grade as set out in the Grading Schema Procedure .
Working day	A day other than a Saturday or Sunday, a public holiday under the Public Holidays Act 1993 (Vic), or a university holiday. In Malaysia, working day means a day other than a Saturday, Sunday or a public holiday in the relevant state in Malaysia.

GOVERNANCE

Parent policy	Student Academic Progress Policy
Supporting schedules	
Associated procedures	Academic Progress Committee Procedure Exclusion Appeals Procedure
Legislation mandating compliance	Monash University Act 2009 (Vic) Monash University Statute Monash University (Academic Board) Regulations Higher Education Support Act 2003 (Cth) Education Services for Overseas Students Act 2000 (Cth) National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021
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