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Review of Progress Procedure

Document Number 000647
 Date Approved 19 December 2006
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This Procedure was rescinded from 1 January 2012.

The procedure is provided here for courses commenced prior to 1 January 2012.
 For courses commenced on or after 1 January 2012, refer to Section 9 - Student Progression of the [Program Management Policy and Procedure Manual - Coursework - Policy 000967](#)

1. Introduction

This procedure supports the implementation of the Code of Ethical Academic Conduct with respect to a student's responsibilities to maintain steady academic progress. It should be read in conjunction with that document.

2. Definitions

In this document: unless the context or subject matter otherwise indicates or requires:

exclusion means the condition of being precluded from re-enrolling in a program or a Faculty for a stated period. At the end of the exclusion period the student may apply for re-admission subject to the Rules governing Admission and Enrolment. There is no guarantee that an application for re-admission will be successful.

Faculty Progress and Appeals Committee means the Committee established under the Rules Governing Faculties.

mandatory program component means a course or element in a professional or vocational program which is defined in the program structure and listed in the Course Outline as a course or element the student must successfully complete to progress in the program. (Note: This does not mean that all core courses in the program are 'mandatory program components'. Mandatory program components are typically courses or elements which have a requisite associated with a placement.)

placement means a clinical practicum, internship or any other like form of professional or vocational experience included in a course;

program means a program of study approved by the Academic Senate that leads to an award of the University;

Pro Vice-Chancellor means the Pro Vice-Chancellor, or his/her nominee of the Faculty responsible for the program in which a student is enrolled;

suspension means the condition of being precluded from enrolment for a period of up to one academic year, with an automatic right to re-enrol in the program after the period of suspension;

student means a person formally enrolled at the University under the provisions of the Rules Governing Undergraduate Academic Awards or the Rules Governing Postgraduate Coursework Awards, or the Rules Governing Professional Doctorates;

Student Progress Sub-Committee means the University's Student Progress Sub-Committee as constituted by the Curriculum, Teaching and Learning Portfolio Committee in 2002;

term means a set period of time for the delivery of a course in which students enrol and for which they

are charged fees or make a Commonwealth Supported contribution towards their tuition; this could be a semester, trimester, summer term etc. For the purposes of this procedure, Singapore campus blocks 2, 3 and 4 and blocks 5,6 and 1 will be treated as two single terms;

unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for an award of the University and to indicate a student's enrolment load.

3. Procedure

3.1. Identifying Students at Risk

- i. Students are deemed to be 'at risk' if they have:
 - a. failed more than 50% of units attempted in a term;
 - b. failed a mandatory program component.

3.2. Managing Students at Risk

- i. Students who fall within one of these categories will be identified by the student system as being at risk of failing to maintain satisfactory progress and will be notified of their options.
- ii. As soon as possible after the release of official examination results in a term, students identified as at risk will be formally contacted by email and hard copy letter from the Deputy Vice-Chancellor (Services).
- iii. That letter will:
 - a. indicate why they are at risk of failing to maintain satisfactory progress;
 - b. identify what possible remedial action they may take;
 - c. suggest whom they should approach for advice and/or assistance; and
 - d. clearly warn that if they continue to be at risk of failing to maintain satisfactory progress in the next term they will be formally required to show cause why they should not be excluded from the program.

A list of the students from each Faculty who are sent such a letter will be forwarded to the Assistant Academic Registrar for the relevant Faculty for the information of Program Convenors.

3.3. Identifying Students Required to Show Cause

- i. Students who are required to 'show cause' why they should not be excluded from a program, are those who have:
 - a. failed more than 50% of units attempted in two consecutive terms of study, whether in the same or different programs and irrespective of any intervening terms such as:
 1. leave of absence, suspension, exclusion, non-enrolment; or
 2. withdrawal without failure from 50% or more of courses; or
 - b. failed the same mandatory program component twice.
- ii. these students will be identified by the student system as continuing to be at risk of failing to maintain satisfactory progress.

3.4. Managing Students who are Required to Show Cause

- i. As soon as possible following the release of official examination results in a term students identified as continuing to be at risk will be formally contacted by the Deputy Vice-Chancellor (Services) via email and hard copy letter sent by express post.
- ii. Students will be advised in that "show cause" letter:
 - a. that they have been at risk of failing to maintain satisfactory progress;
 - b. that they are now formally required to show cause why they should not be excluded from the program or the Faculty (refer 3.4 – 5 below);
 - c. that failure to show cause will lead to automatic exclusion from the program for a period of one calendar year; and

- d. that they should approach nominated officers for advice and/or assistance.
- iii. A list of the students from each Faculty sent a "show cause" letter will be forwarded to the Assistant Academic Registrar for the relevant Faculty for the information of Program Convenors.
- iv. Students must respond to the "show cause" letter in writing (ie in hard copy, by fax or by email) - pro forma provided - within the time period set out in the letter.
- v. The response must indicate in one page or less:
 - a. the reasons for their previous performance (supported by documentary evidence);
 - b. any remedial action undertaken since they were advised of being at risk; and
 - c. how they intend to improve their academic performance if permitted to continue.
- vi. Reasons must be supported by documentary evidence. Where documentary evidence is not available in the timeframe allowed, the student must indicate in their response, that they are seeking documentary evidence.
- vii. Students who do not provide a written response (in hard copy or by fax or email) within the prescribed time period showing why they should be permitted to continue, will automatically be excluded from the program for a period of one calendar year.
- viii. The written responses and documentary evidence of those students who reply to the "show cause" letter will be considered by the Faculty Progress and Appeals Committee.
- ix. Students may elect to be interviewed in person or by teleconference (where distance is an issue) at a time determined by the Committee. They may choose to bring a support person who is not a legal representative and who will have no right of speech except at the invitation of the Chair.
- x. The Faculty Progress and Appeals Committee will make a determination, based on the student's previous academic record and the information provided by the student in a timely manner so that the outcome is known to the student where possible by the end of the second week of the following term for the student in question.
- xi. Where term dates prevent a determination prior to the census date of the following term (for example, blocks) the Faculty Progress and Appeals Committee may make determinations in accordance with Clause 3.5 conditional upon the student's progress in the following term.

3.5. Outcome of Show Cause

- i. If the student is determined to be making some progress the Faculty Progress and Appeals Committee may take the following actions:
 - a. permit the student to continue in the program; or
 - b. permit the student to continue in the program with specified conditions on enrolment;
- ii. If the student is determined to be making unsatisfactory progress the Faculty Progress and Appeals Committee may take the following actions:
 - a. suspend the student from the program or Faculty for a specified period; or
 - b. exclude the student from the program or Faculty for a specified period.
- iii. Students will be advised officially of the outcome of the review of progress process by email and hard copy letter sent via express post.
- iv. The Pro Vice-Chancellor will report annually to the Academic Senate on the decisions of the Faculty Progress and Appeals Committee.

3.6. Appeals

- i. A student may appeal against a decision of the Faculty Progress and Appeals Committee.
- ii. Appeals must be:
 - a. made in writing (either in hard copy or by email);
 - b. addressed to the Chair, Student Progress Sub-Committee; and
 - c. provided within ten working days of the receipt of the official notification from the Faculty Progress and Appeals Committee.
- iii. Appeals against decisions of the Faculty Progress and Appeals Committee are heard through the

- Student Progress Sub-Committee.
- iv. In hearing an appeal, the Student Progress Sub-Committee may only determine if the Faculty has followed due process.
 - v. The Sub-Committee may confirm the decision made by the Pro Vice-Chancellor or may refer the decision to the Deputy Vice-Chancellor (Academic) who will, in consultation with the Pro Vice-Chancellor of the Faculty, make the final decision.
 - vi. All the steps involved in this procedure must be completed where possible within ten working days of receipt of the appeal to allow students time to make decisions about their program of study.

4. Essential Supporting Documents

[Rules Governing Undergraduate Academic Awards](http://www.newcastle.edu.au/policylibrary/000311.html)

<http://www.newcastle.edu.au/policylibrary/000311.html>

[Rules Governing Postgraduate Coursework Awards](http://www.newcastle.edu.au/policylibrary/000306.html)

<http://www.newcastle.edu.au/policylibrary/000306.html>

[Rules Governing Professional Doctorates](http://www.newcastle.edu.au/policylibrary/000580.html) <http://www.newcastle.edu.au/policylibrary/000580.html>

[Rules Governing Faculties](http://www.newcastle.edu.au/policylibrary/000305.html) <http://www.newcastle.edu.au/policylibrary/000305.html>

[Code of Ethical Academic Conduct - Policy](http://www.newcastle.edu.au/policylibrary/000607.html) <http://www.newcastle.edu.au/policylibrary/000607.html>

5. Related Documents

[Appeal Against Final Result - Procedure](http://www.newcastle.edu.au/policylibrary/000261.html) <http://www.newcastle.edu.au/policylibrary/000261.html>

[Student Progress Sub-Committee - Constitution](http://www.newcastle.edu.au/service/committees/constitutions/files/student_progress_tor.pdf)

http://www.newcastle.edu.au/service/committees/constitutions/files/student_progress_tor.pdf

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Amended by the President of Academic Senate under delegated authority, 1 April 2011 - minor amendments to Clause 2 and Clause 3.4 to allow better management of students enrolled in a block mode of study in Singapore, who are failing to maintain reasonable academic progress in their program.

1 December 2004.

Amendment re postal delivery 30 April 2007.

Timeframes amended and referral to Chair, Student Progress Sub-Committee
December 2008