

## **Governance Institute of Australia**

### **Progression and Unsatisfactory Academic Progress Policy**

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<b>Summary</b>	This policy covers matters relating to identifying and dealing with poor performance, including "at risk" students; multiple failures; conditional enrolment, suspension or exclusion for unsatisfactory academic performance and appeals; maximum length of enrolment; and requirements that must be met in order for students to progress.
<b>Authoring Department</b>	Education
<b>Contact</b>	General Manager, Education
<b>Applies to</b>	Higher Education
<b>Distribution</b>	External
<b>Related documents</b>	Governance Institute of Australia Advanced Standing Policy Governance Institute of Australia Enrolment Policy Governance Institute of Australia Student Support and Responsibilities Policy
<b>Review date</b>	2020 Q2

**Issued under the authority of Governance Institute of Australia Board of Directors**

# **Governance Institute of Australia**

## **Progression and Unsatisfactory Academic Progress Policy**

### **Policy Statement**

Governance Institute of Australia (hereafter referred to as Governance Institute) has a duty to maintain the quality, integrity and reputation of its courses while providing reasonable support to individual students as they progress through their studies. This duty is supported by having clearly specified measures in place to identify and manage poor performance, identify "at risk" students; manage multiple failures; impose conditional enrolment, suspension or exclusion sanctions for unsatisfactory academic performance; specify maximum length of enrolment; and requirements that must be met in order for students to progress, including fair and impartial appeal provisions.

### **Aims and Objectives**

1. The aim of the policy is to identify poorly performing students, so that steps may be initiated to address that poor performance. Students may avail themselves of support services, including learning support (see Student Support and Responsibilities Policy). Where poor performance persists, students face sanctions, including exclusion from Governance Institute courses.
2. At the same time, Governance Institute recognises that there can be extenuating circumstances for poor performance, and students who are sanctioned have a right of appeal that may lead to the sanctions being removed or modified.

### **Overview**

3. Governance Institute is subject to a number of legislative requirements, policy requirements and codes of behaviour which cover a wide range of matters including work health and safety, anti-discrimination, equal opportunity, and equity. Some of these relate to matters described in this document. Nothing in this document is intended to override or be inconsistent with such policies.

## Definitions

4. For the purpose of this policy:
- a. "At Risk": Governance Institute will identify students who, because of poor academic performance, are, if performance does not improve, faced with sanctions, such as placement on conditional enrolment, or exclusion. Students who are identified as "at risk" are contacted regarding their situation, and advised to seek assistance.
  - b. Conditional Enrolment for Unsatisfactory Academic Performance: is a sanction for students whose academic performance is unsatisfactory. Placement on conditional enrolment limits the number of subjects that a student may enrol in; the load must not exceed 10 credit points (one subject) per teaching session.
  - c. Suspension for Unsatisfactory Academic Performance: is the barring of a student from course participation at Governance Institute for a specified period of time. At the conclusion of a period of suspension, the student has an automatic right to resume study in their original course or a course deemed to be equivalent by Governance Institute. During a period of suspension, a student's enrolment in subjects will cease and the student will not be entitled to have access to Governance Institute course resources except with the written permission of the General Manager, Education. A student who is suspended from Governance Institute shall not be granted advanced standing for subjects completed at another university during the period of suspension, and may not take subjects at other universities under arrangements for concurrent or cross-institutional enrolment.
  - d. Exclusion for Unsatisfactory Academic Performance: an excluded student's enrolment in subjects is cancelled and they are precluded from enrolling in any subject at Governance Institute during the period of exclusion, which will not exceed 12 months. At the expiration of a period of exclusion, the student does not have automatic right of re-admission to the course and must apply for re-admission. Students cannot be granted advanced standing from a previously abandoned course at Governance Institute to another current course at Governance Institute while on exclusion. Students who have been excluded may apply for re-admission to their original course of study or for admission to the course deemed by Governance Institute to be equivalent after the period of exclusion has expired. Students will be required to apply formally for re-admission through the normal channels. (Refer to Admissions Policy). Previous admission to a course of study at Governance Institute does not guarantee acceptance of an application for re-admission. A student re-admitted under

this clause will be subject to the rules for the course (or the course deemed by Governance Institute to be equivalent) that were current at the time of re-admission. During a period of exclusion, a student's subject enrolments will cease and the student will not be entitled to have access to Governance Institute educational resources except with the written permission of the General Manager, Education. A student who is excluded from Governance Institute shall not be granted advanced standing for subjects completed at another university during the period of exclusion, and may not take subjects at other universities under existing articulation arrangements.

## **Procedures**

### **Progression Rules**

5. This policy applies to all students formally admitted to Governance Institute higher education award courses.
6. Student academic performance is assessed by the Education Department following results processing at the end of each teaching session. Students making satisfactory progress and students "at risk" will be identified; those considered to be "at risk" will be discussed with the Education Committee. The Education Committee approves all student progression.
7. Student academic performance may also be assessed at other times. In these situations, Governance Institute may retrospectively impose sanctions on the student. The Education Committee has the authority to determine whether sanctions will be applied retrospectively, to, for example, take account of late grades that have not been finalised at the end of the teaching session.
8. The Progression Rules, against which students are assessed, are as follows:
  - a. students are required to complete all the requirements for current subjects before commencing any additional subjects;
  - b. students admitted to a course will normally be expected to complete that course in the format as described by Governance Institute providing they make satisfactory progress;
  - c. in order to progress from graduate certificate to graduate diploma students must attain the prerequisite number of credit points (i.e. 40).

9. The assessment of academic performance will apply Governance Institute Progression Rules, and the following outcomes are possible:
  - a. the student has satisfied the progression rules, their academic progress is satisfactory, and they are in "good standing"; or
  - b. the student has not satisfied the progression rules and is "at risk" of being placed on conditional enrolment or excluded for unsatisfactory academic performance; or
  - c. a student designated as "at risk" has not satisfied the progression rules and is placed on conditional enrolment or excluded for continued unsatisfactory academic performance (see "Conditional Enrolment and Exclusion for Unsatisfactory Academic Performance" below); or
  - d. a student has exceeded the maximum time permitted for completion of a course and is excluded (see "Maximum Time for Completion" below).

#### **“At Risk” Students**

10. Students who, because of poor academic performance, are deemed to be “at risk” by Governance Institute.
11. “At risk” students are students who:
  - a. demonstrate inconsistent academic performance in a subject by, for example, non-submission or repeated need for resubmission of work, or repeated requests for extensions to assessment submission deadlines; and/or
  - b. fail 50% or more of the subjects attempted in a teaching session; and/or
  - c. fail the same or equivalent subject twice.
12. It is the student's responsibility to recognise they are “at risk” and to respond accordingly.
13. In the first instance of a student being identified as potentially “at risk” the Education Department will email the student, offering assistance and additional support as required. The Education Department will, if required, commence development of a risk management plan for the student.

14. If the student is identified as being “at risk” the student will receive formal notification from the Education Department advising their academic progress is not satisfactory, the reasons, and that their student record will indicate their "at risk" status.
15. The consequence of being "at risk" is that students face sanctions if poor academic performance continues.
16. The Education Department will develop a risk management plan with the student and communicate the plan to the student and relevant Subject Coordinators. Subject Coordinators will monitor progress against the stated goals.
17. If the student is deemed to be making progress towards the goals the Subject Coordinator can recommend to the Education Department:
  - a. the student be allowed to continue in the subject; or
  - b. the student be allowed to continue in the subject with specified conditions of enrolment.
18. If it is determined that the student continues to make unsatisfactory progress then the student may be subject to the sanctions set out in this policy.

## **Conditional Enrolment or Exclusion**

### **Conditional Enrolment**

19. If a student has not previously been on conditional enrolment, and they pass less than 50% of the credit points/subjects attempted in any 12 month period, the student will be placed on conditional enrolment for the following 12 months and must enrol for a reduced academic load during that time.

### **Exclusion**

#### **Passing Less than 50% of the Credit Points**

20. If a student has previously been on conditional enrolment, and they pass less than 50% of the credit points/subjects attempted in any 12 month period, the student will be excluded from Governance Institute for the following 12 months.

### **Multiple Failure of Subjects**

21. A student who fails the same subject, or a subject deemed equivalent by Governance Institute, on three separate occasions, will be excluded from study at Governance Institute for a period of 12 months.

### **Implications of Leave of Absence**

22. A student who has been placed on conditional enrolment or excluded but has approved leave of absence will be placed on conditional enrolment, or excluded, at the conclusion of their period of leave of absence.
23. Students do not have the right to prolong their studies by taking periods of leave of absence beyond that stipulated in the Enrolment Policy. Students failing to enrol in a subject by the due date will be regarded as having abandoned the course of study and will need to apply for re-admission in order to resume studies.

### **Maximum Time for Completion**

24. Failure to complete a course within a reasonable time can be an indicator that a student needs to review their circumstances which may be preventing them from performing adequately.
25. Students are expected to complete their course of study within the following timeframe, including periods of leave of absence:
  - a. Graduate Certificate: maximum 3 years
  - b. Graduate Diploma: maximum 4 years (from commencement of Graduate Certificate)
26. Any alteration to the above timeframes must be approved by Governance Institute's General Manager, Education. (Refer to Enrolment Policy, clause 48)
27. Students will be excluded for a period of 12 months if, at the end of an academic year, the student has failed to complete their course in the prescribed maximum time. The student will need to apply for re-admission following the period of exclusion in order to resume studies.

## Appeals - General Provisions

28. Students have a right to appeal against a decision that places them on conditional enrolment, suspension or excludes them from their course of study for unsatisfactory academic performance. The notification sent to the student advising them of their placement on conditional enrolment, suspension or exclusion will inform them of the deadline for the submission of an appeal which is 15 working days from the date of notification.
29. Appeals lodged outside the timeframe stated in the notification will not be considered.
30. In the first instance an appeal must be in writing to the General Manager, Education and clearly state the grounds for the appeal. The student will not have an automatic right to appear in person or before a hearing of the appeal. Appeals should therefore include appropriate documentation (medical certificates, etc.) to substantiate the appellant's grounds for appeal. The General Manager, Education has 10 working days from the date of receipt to make a determination on the appeal.
31. If the student is dissatisfied with the outcome of their appeal, the student must appeal in writing within 10 working days of the date of notification to the Chair of Governance Institute's Education Committee against being placed on conditional enrolment, suspension or exclusion for unsatisfactory academic progression.
32. On behalf of Governance Institute's Education Committee, the General Manager, Education will convene an Appeals Panel to consider appeals received by the due date.
33. The Appeals Panel will consist of the academic membership of the Education Committee, including the Chair, and those members who have not had any previous involvement in the determination of unsatisfactory progress of the student concerned. The panel must consist of at least three academic staff to make a determination.
34. The Appeals Panel may determine an appeal by:
  - a. upholding the appeal and removing the period of exclusion or suspension;
  - b. upholding the appeal and removing the period of conditional enrolment;
  - c. upholding the appeal and reducing the period of exclusion or suspension;



- d. upholding the appeal and reducing the period of conditional enrolment;
  - e. upholding the appeal and replacing the period of exclusion with a period of suspension, or conditional enrolment;
  - f. upholding the appeal and replacing the period of suspension with a period of conditional enrolment;
  - g. dismissing the appeal; or
  - h. varying a penalty that has been imposed.
35. The determination of the Appeals Panel will be final and must be reported to Governance Institute's Education Committee.
36. The General Manager, Education must advise the student in writing of the outcome of their appeal within 5 working days of the determination.

## **Related Documents**

- Governance Institute of Australia Advanced Standing Policy
- Governance Institute of Australia Enrolment Policy
- Governance Institute of Australia Student Support and Responsibilities Policy

### **Acknowledgement:**

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