

## Monash University Procedure

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| <b>Procedure Title</b>     | Monash Online Academic Progress Intervention Strategy Procedures |
| <b>Parent Policy</b>       | No parent policy   |
| <b>Date Effective</b>      | 07-February-2017   |
| <b>Review Date</b>         | 07-February-2020   |
| <b>Procedure Owner</b>     |  |
| <b>Category</b>            | Academic Quality and Standards                                   |
| <b>Version Number</b>      | 2.0  |
| <b>Content Enquiries</b>   | <a href="#">Education Policy Unit</a>                            |
| <b>Scope</b>               |  |
| <b>Purpose</b>             |  |
| <b>PROCEDURE STATEMENT</b> |  |

These procedures must be read in conjunction with the [Academic Progress Intervention Strategy Procedures](#).

### 1. Procedure for Early Warning Letters

- 1.1. Students currently receive an early warning letter if they do not meet, or by the end of the year, may be at risk of not meeting the minimum academic progress requirements.  
Any student in a Monash Online course will receive an early warning letter if they:
  - fail 50% or more of enrolment in the first three teaching periods,
  - fail the same compulsory unit twice,
  - fail to meet a condition imposed by the dean under Regulation 30(1)(a) of the Monash University (Academic Board) Regulations or an APC,
  - have been enrolled for two-thirds or more of the maximum period of enrolment for the course and satisfactorily completed 50% or less of the course, or
  - are unable to secure a compulsory placement or a certification necessary to participate in the course (these are all APC triggers).
- 1.2. Students may also be sent an early warning letter at other times according to local practice, if their progress is unsatisfactory.
- 1.3. At the end of each Teaching Period, Pearson will contact any student who has failed a unit.
- 1.4. Monash will run a report in Callista to identify students who have triggered an Early Warning Letter according to the criteria above.
- 1.5. Monash, will prepare and send the Early Warning letters to students. The Early Warning letters will encourage students to contact a nominated course advisor at the University to arrange an Academic Support Meeting.
- 1.6. Monash will send Pearson a list of the students who have received Early Warning Letters. During their phone contact with these students, Pearson support staff will ensure that students have received, read

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and understood the Early Warning Letter, and encourage students to make contact with the Monash course adviser to arrange an Academic Support Meeting

### 2. Procedure for Academic Progress Committee

- 2.1. Any student in a Monash Online course who has completed at least 4 teaching periods of enrolment can face an APC hearing in the following January (if they have failed more than 50% of their enrolment in the current year or a core unit twice).  
  
Students can also face an APC hearing through other triggers: if they fail to meet a condition imposed by the dean or an APC, have been enrolled for two-thirds or more of the maximum period of enrolment for the course and satisfactorily completed 50% or less of the course, or if they are unable to secure a compulsory placement or a certification necessary to participate in the course.
- 2.2. At the end of Teaching Period 6, Monash will run a Callista report to identify students who have met any of the above triggers to commence the formal APC procedure.
- 2.3. Monash will notify Pearson of the identity of students referred by the dean for consideration by an APC of the student's academic progress and continuing enrolment.
- 2.4. As part of their student retention services, the Pearson student support staff will contact students on the list to explain the APC process, and to ensure students are aware of the support available to them (such as through the Monash Postgraduate Association).
- 2.5. Information provided by the student in response to the Notice of Referral and Hearing requiring the student to show cause as to why they should be allowed to continue their studies is used for the purpose of the APC hearing and will not be shared with Pearson.
- 2.6. The student may be permitted by the Faculty to attend the APC hearing via teleconference, Skype or reliable alternative.
- 2.7. Monash will notify Pearson of the APC Notice of Decision: whether the student has been given permission to continue their study (with or without conditions and recommendations to improve the student's academic progress), whether the student has withdrawn or been excluded from the course.

### 3. Procedure for a student appeal against a decision by Academic Progress Committee

- 3.1. If a student appeals the decision by an APC to exclude, the student is entitled to continue to enrol in units until such time as their appeal is determined.
- 3.2. Monash will notify Pearson that a student has lodged an appeal so that they continue to support the student, and of the outcome of that appeal so they know whether to continue providing student support services to the student.

### 4. Advice and advocacy from Monash Postgraduate Association (MPA)

- 4.1. The Monash Postgraduate Association is available to provide advice and advocacy support to students enrolled in the Monash Online courses.

#### **Responsibility**

Faculty Deans  
Faculty Student Service Officers  
Faculty Academic Course Leaders and Advisors  
Academic Progress Committees (Chairs)

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Students  
 Pearson administrators and support staff

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| <b>Responsibility for implementation</b> | Faculty Deans<br>Faculty Student Service Officers<br>Faculty Academic Course Leaders and Advisors<br>Academic Progress Committees (Chairs)<br>Students<br>Pearson administrators and support staff |
| <b>Status</b>                            | New  |
| <b>Approval Body</b>                     | <b>Name:</b> Learning and Teaching Committee<br><b>Meeting:</b> 1/17<br><b>Date:</b><br><b>Agenda item:</b> 8.1  |
| <b>Definitions</b>                       |  |
| <b>Legislation Mandating Compliance</b>  |  |
| <b>Related Policies</b>                  |  |
| <b>Related Documents</b>                 |  |