This policy will come into effect for teaching periods with results release dates on or after 1 January 2020. For the policy in effect for results released up to the end of 2019 - and for coursework students at the former Monash South Africa for the duration of teach-out to the end of 2022 - please refer to:

- Academic Progress Intervention Strategy Procedures
- Monash Online Academic Progress Intervention Strategy Procedures
- Faculty Academic Progress Procedures
- Exclusion Appeals Panel Procedures

SCOPE

This policy applies to:

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

Coursework students at the former Monash South Africa campus should refer to the Academic Progress Intervention Strategy Procedures, Academic Progress; Faculty APC 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 fail to comply with any enrolment conditions related to academic progress set by the faculty;
2.4.2 receive a fail grade for 50 per cent or more of the enrolled credit points;
2.4.3 fail the same unit for a second or subsequent time;
2.4.4 fail to meet a compulsory course requirement, as listed in the Handbook for the year the student commenced their course;
2.4.5 fail to successfully complete half of the credit points required for the course within half of the maximum duration of the course; or
2.4.6 will be otherwise unable to complete the course within the maximum course duration specified in the Handbook for the year the student commenced their course.

2.5 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.

2.6 The University will record students’ academic progress risk levels in the student management system.

2.7 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 the Student Academic Progress 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 section 2.4).

3.2 The University will support level 1 students by assisting them 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 a course progression meeting to assist with unit selection in subsequent teaching periods.

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 (see section 2.4) in an academic progress period, but did not trigger any criteria in their previously reviewed academic progress period.

4.2 The University will seek detailed information from students at level 2 to determine how best to support them.

4.3 Where appropriate, students will also be offered a course progression meeting to assist with unit selection or provide options for a course transfer or an alternative exit.

5. Academic progress risk level 3: Intervention

5.1 A student is allocated level 3 if they have triggered one or more unsatisfactory academic progress criteria (see section 2.4) for a second consecutively reviewed academic progress period, or as otherwise determined by the dean (or delegate) (see section 2.1).

5.2 The managing faculty will review the academic progress of all students at level 3, including information provided by the student, 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 (APC) hearing.

6. Academic Progress Committee (APC)

6.1 The APC 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 APC 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 APC of both managing faculties must confer before the APC hearing.

6.4 The APC 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 APC 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 (APC) | The committee responsible for reviewing students’ academic progress and determining whether they can continue their enrolment at the University. |
| Award | A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course. |
| Award course | An accredited course leading to an award of the University. |
| Course requirement | The requirements as published in the University Handbook that a student must satisfy in order to complete a course. |
| Coursework | A method of learning and teaching that leads to the acquisition of knowledge and skills, undertaken by enrolled students through scheduled activities, directed learning and independent study. |
| 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

<p>| Supporting procedures | Student Academic Progress Procedure Academic Progress Committee Procedure Exclusion Appeals Procedure |
| Supporting schedules | |
| Associated policies | Assessment and Academic Integrity Policy Learning and Teaching Policy |
| Policy owner | Deputy Vice-Chancellor (Education) |
| Legislation mandating compliance | 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 |</p>
<table>
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| Approval | Academic Board  
9 October 2019  
7/2019 |
| Endorsement | Learning and Teaching Committee  
10 September 2019  
7/2019 |
| Date effective | Teaching periods with results release dates on or after 1 January 2020 |
| Review date | 1 January 2023 |
| Version | 1.0 |
| Content enquiries | policy.education@monash.edu |