



## STUDENT PROGRESSION AND EXCLUSION POLICY AND PROCEDURE

### 1. Overview

This policy details the rules for meeting course progression requirements and to define the grounds for exclusion of a student due to lack of satisfactory progress.

Crown Institute of Higher Education (CIHE) requires that the academic achievement of each student is monitored so that students who are determined to be 'at risk' can be provided with advice and support to ensure successful course completion whenever possible.

A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false. CIHE will also cancel a student enrolment in the following circumstances:

- At the request of the student;
- The Student has not meet minimum progress requirements as defined below and has failed to respond to CIHE measures to restore minimum progress;
- The Student have failed to pay fees within the time required or have established an individual payment agreement;
- The Student has been found to have committed an act of serious misconduct as defined in the *CIHE Student Code of Conduct and Disciplinary Procedures* and/or
- Student has apparently abandoned their studies as indicated in persistent absence from classes and failure to submit assignments without explanation or contact with CIHE.

### 2. Maximum candidature

Students must meet the requirements of a course within a prescribed number of years from the date of first enrolment. The rationale for placing a timeframe on course completion is to ensure that the qualification awarded reflects currency of knowledge and skill.

#### 2.1 Years to complete

The number of years allowed to complete the requirements of a course for domestic students is listed in the table below. The time elapsed will be calculated from the date that the student commenced their first study period. CIHE will send students a courtesy reminder after three years of inactivity to notify students of the maximum period of candidature.

Course	Years
Bachelor of Accounting	9 years
Bachelor of Entrepreneurship and Innovation	9 years

For international students the maximum period is the duration of the course registered on CRICOS. This is the period for which a student visa is granted.



## **2.2 Applications for an extension of time**

Students who fail to complete within the prescribed period and who can reasonably be expected to meet the course requirements within two additional study periods may apply for an extension of time. Each application will be considered on its merits and with reference to the student's academic performance to date.

Applications for an extension of time to complete the course must be made in writing to the Course Coordinator at least one study period prior to the expiry of the student's prescribed period of maximum candidature. The application must include reasons for the student's inability to complete the qualification in the prescribed time period. The Course Coordinator will provide a written response to the student within twenty working days outlining their decision and informing the student of their right to appeal the decision.

## **2.3 Students who fail to complete within the time limit**

Students who fail to complete course requirements within the specified time limit (including any extension of time granted) will have their enrolment terminated and a statement noting that the maximum period of candidature has been exceeded will appear on the final record of results issued to the student. The student will be advised in writing of the decision to terminate their enrolment and will also be advised that they have twenty working days from receiving notification of the decision to terminate their enrolment to appeal the decision.

## **3. Requirement to attain minimum academic standards**

To be deemed to be maintaining satisfactory academic progress in a course, students must meet the following minimum academic standards:

- No more than one failure in a particular unit, and/or
- Not fail 50% or more of the units attempted in a study period.

The Course Coordinator monitors the academic performance of each student against the minimum academic standards at the end of each study period. Where a student has failed to meet the minimum academic standards, the Course Coordinator will deem that student as being 'at risk'.

### **3.1 Students deemed 'at risk'**

The Course Coordinator will contact each student who is deemed to be 'at risk' and arrange an appointment for an academic counselling session with the Language and Learning Advisor. The student will also be advised of the possibility that conditions may be placed on their enrolment. A record of all students deemed to be at academic risk will be maintained in the Student at Risk Register.

During the academic counselling session, the Learning and Language Advisor and student will determine what additional support will be provided to the student and an intervention strategy will be put in place. This may include, but is not limited to, the student:

- entering into a learning contract,
- attending academic skills workshops,
- attending tutorial or study groups,
- receiving individual case management,
- attending counselling,



- receiving assistance with personal issues which are influencing progress,
- receiving mentoring, or
- a combination of the above and a reduction in course load.

Student participation and progress in undertaking the Student at Risk Intervention Plan will be documented in the Student at Risk Register and will be monitored, reviewed, and adjusted as needed by the relevant academic and/or support staff providing the support or service. The outcomes of the intervention strategy will be recorded in the Student at Risk Register and reported by the Course Coordinator to the Dean.

When counselling students at risk, special consideration will be given to Aboriginal and Torres Strait Islander peoples to support them to progress and complete their course.

A record of the academic counselling session will be signed by the Language and Learning Advisor and the student and placed on the student's file.

### **3.2 Students who continue to fail to meet minimum academic standards**

If a student continues to fail to meet minimum academic standards after an intervention strategy has been put in place, the Course Coordinator will request that the student provide a written statement within twenty working days outlining reasons why they should be permitted to continue their enrolment in the course.

A student who does not submit a written statement by the due date will have their enrolment terminated.

The Course Coordinator, in consultation with the Associate Dean, will consider the written statement and may:

- terminate the student's enrolment, or
- permit the student to continue with or without specific conditions.

The Course Coordinator will provide a written statement to the student within twenty working days outlining their decision and informing the student of their right to appeal the decision.

An intervention strategy will be activated for a student who is permitted to continue their enrolment in the course.

A student who is permitted to continue their enrolment in the course, but with conditions imposed, who again fails to attain the minimum academic standards or breaches the conditions imposed, will have their enrolment terminated due to unsatisfactory academic progress.

### **3.3 Consequences of termination of enrolment**

Students whose enrolment is terminated due to unsatisfactory academic progress or exceeding the maximum period of candidature and who wish to undertake further study will need to apply to CIHE for re-admission in line with the *Student Selection and Admissions Policy and Procedure*.

## **4. Academic Literacy and English Language Proficiency**

Academic literacy and English language proficiency is an important factor in a student being able to satisfactorily progress through their course.



‘Academic Literacy’ refers to the capacity of a student to undertake formal study and to understand and communicate discipline-specific knowledge. ‘English language proficiency’ refers to the student’s ability to understand and communicate knowledge effectively in both written and spoken English.

Higher Education Providers are responsible for ensuring their students are sufficiently competent in the English language to participate effectively in their studies<sup>1</sup>.

CIHE will provide a comprehensive range of study skills workshops during each semester. These are designed to provide students with timely and directly-relevant skills – team work, reading and writing techniques, Excel skills, presentation skills, academic integrity skills – which will be required for successful completion of units at level 1 and beyond.

A course-wide approach to embedded academic literacy and learning support will be used. This will involve:

- The provision of criteria and standards for each written or oral assessment task in the *Unit Learning Guide* for all units.
- The use of criteria and standards as teaching materials in the delivery of a selection of units at levels 1, 2, and 3 to prepare students for the preparation of assessments, in conjunction with
- The use of annotated ‘good enough’ exemplars (the use of these may not be possible until after the first semester of delivery), to be used as a teaching and learning resources along with
- The accumulation of specific resources (written and video), developed in-house or purchased and made available on unit and course LMS sites. These will be designed to address emerging issues and the specific literacy and language needs of students. These will be retained for free and open use by future cohorts.

Please also refer to the *Student Study Support and Welfare* plan for more detail.

Beyond this proactive support and to assist in the identification of students requiring further development of their academic literacy and English language proficiency skills, one unit in each of CIHE’s course will contain an early formative assessment task in the first third of the study period. The early formative assessment task will involve a short written paper (of approximately 250-500 words) undertaken in class and assessed by the unit lecturer. If the assessment task is assessed as a fail due to poor academic literacy and English language proficiency skills, then the student will be referred to the Language and Learning Advisor for a more comprehensive assessment.

Following the assessment, the Language and Learning Advisor in consultation with Course Coordinator will put in place an intervention strategy to assist the student to enhance their academic literacy and English language proficiency skills. This may include:

- attending academic skills workshops, and/or
- receiving one-on-one support and coaching.

Information about support services to assist students to enhance their academic literacy and English language proficiency skills will be provided at Orientation prior to the start of a student’s first study period, via the website and in first year unit learning guides. Students may self-refer to

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<sup>1</sup> Tertiary Education Quality and Standards Agency (TEQSA). (2021). Higher Education Standards Framework (Threshold Standards) 2021. HESF Domain 1: Student participation and attainment



student support for assistance with academic literacy and English language proficiency *at any time*.

#### **5. Failing a prerequisite unit of study**

Normal course progression rules require that a student who has not passed a prerequisite for entry to a particular unit of study cannot be enrolled in that unit. However, where a student believes that this rule may adversely affect their course progress, the student may seek a review of this rule by writing to the Dean. The Dean will assess the student's academic record and, if the Dean believes the student has a fair chance of success, they may allow the student to repeat the prerequisite unit concurrently with the unit for which it is a prerequisite.

#### **6. International students**

International students are expected to complete their course in the standard number of years for a student undertaking a full-time load (the registered CRICOS course duration) less any time for credit granted by CIHE. This time period is noted on the student's CoE.

The Course Coordinator will monitor international students' enrolment load and academic progress at the end of each semester to determine if the student has met the minimum academic standards and will be able to complete their studies within the registered course duration. Where necessary an intervention strategy will be put in place (as described in 3.1 above).

The Course Coordinator may extend the duration of an international student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:

- a) compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes), and/or
- b) an intervention strategy being implemented for students who are at risk of not meeting minimum academic standards.

Where an international student has failed to meet minimum academic standards, the Dean may consider a reduction in their study load as part of the intervention strategy. All considerations for a reduction in study load due to failure to meet academic standards will be at the sole discretion of the Dean.

Following an intervention strategy being put in place, if an international student fails to meet the minimum academic standards in a second consecutive study period, the Course Coordinator will advise the student in writing of the intention to report the student for not achieving satisfactory academic progress. The student will also be advised that they have a right to appeal the decision within twenty working days. During the period for lodging an appeal and, if the student lodges an appeal, during the period the appeal is being considered, the student has a right to continue their studies in the course.

After all grievance and appeals processes are finalised, or if the student has chosen not to access the appeals process within twenty working days, the student's enrolment will be formally terminated and CIHE will report the student through PRISMS.

#### **7. Students granted credit**

The progress of students granted credit on entry into one of CIHE's courses will be monitored over the course to ensure consistent outcomes when compared to other cohorts of students in order



to validate the granting of credit and ensure that it does not compromise the integrity of the awards and to ensure their successful completion of the award.

This monitoring is to be achieved by the explicit identification of students granted credit in the end of semester Unit moderation, Assessment and Engagement Report (the mechanism used to provide formal, summative data on student progression at CIHE), wherein those reporting on a unit are to note the results of these students and any study or progression issues. These data will be compared to other cohorts of students as one matter of business at the meeting of the Teaching and Learning Committee (acting as the Review Committee) held to process results and monitor progress of all students at the end of each semester.

## 8. Appeals

A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Dean within ten working days of the student receiving written notification of the decision. The Dean will respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions of the Dean in relation to appeals will be reviewed by the Teaching and Learning Committee.

If a student remains dissatisfied with the outcome of their appeal they may utilise CIHE's grievance handling procedures.

## 9. Version history

Version	Approved by	Approval Date	Details
1.0	Academic Board	27.1.2017	Document creation
1.1	Academic Board	21.4.2017	Edit and tidy (minor changes)
2.0	Academic Board	24.1.2018	Inclusion of monitoring for students granted credit and minor edits
2.1	Academic Board	9.12.2022	To make explicit oversight responsibilities and make reference to thr a register of at-risk students.

Next Review Date: 8 December 2025

Document owner: Dean