4.30.2 Student progress and exclusion

Policy number: 4.30.2
Contact Officer: General Manager, Education & Training
Approved by and date: College Management Group – 20 September 2012
Date for Next Review: 12 months from approval for Contact Officer to review policy
Related Policies/legislation:
- 3.30.1 Student Charter
- 4.20.2 Academic Appeals
- 3.20.1 Fees.

Overview

1. Students are expected to maintain a satisfactory level of academic performance. UQ College will provide students with reasonable access to academic services and support as outlined in the Student Charter, which will include access to teaching staff for individual consultation outside class times, in person or by other means (such as by telephone or electronic mail).

This policy provides students with information on:
- defining unsatisfactory academic performance
- the strategies that may be implemented to support students achieve their academic potential
- exclusion for unsatisfactory academic performance
- the processes available to students to appeal decisions made regarding their academic progress and interim arrangements during any appeals process.

Description

2. Unsatisfactory academic performance

Unsatisfactory academic performance may result in a student being placed on probationary enrolment. Unsatisfactory academic performance includes:
- exceeding the maximum time limit for completion of an award
- achieving a low grade point average
- failing a unit twice
- failing a core unit
- for international students, failing to comply with course progress requirements under the Education Services for Overseas Students Act 2000

3. Identification and strategies for supporting ‘at risk’ students

UQ College has strategies in place for identifying and assisting students at risk of not meeting academic performance criteria and of not making satisfactory course progress.

Programs Coordinators will monitor student progress through analysing ‘Student academic progress “At Risk” reports’ during and at the end of each trimester. The reports will:
- identify academic progress issues
- identify students who have failed assessments in the same course more than once; and
- identify students who have failed more than 40% or more of their enrolled load in specified trimester.

At any stage of a course/program, a teacher may counsel a possible ‘at risk’ student and advise of options available to assist the student to achieve satisfactory progress. Students who are deemed ‘at risk’ may be given the option of attending an Academic Support Meeting with the Programs Coordinator. The rationale for the Academic Support Meeting is to:

- help the student identify difficulties that are affecting their academic progress, whether these are academic or other difficulties
- inform the student of support services that are available or where he/she can turn for further advice
- refer the student on to a specific service or person for further support or advice.

4. Unsatisfactory academic progress outcomes

Unsatisfactory academic progress may result in the students being placed on probationary enrolment. Probationary enrolment indicates that academic performance has been unsatisfactory, but the student is provided the opportunity to improve. Students may be placed on probationary enrolment if they:

- achieve a trimester grade point average of less than 3.0 during the trimester under consideration; and/or
- are awarded a failing grade in a unit which they have previously failed; and/or
- are awarded a failing grade in a core unit.

Unsatisfactory academic performance is monitored during the trimester.

5. Exclusion

5.1 Exclusion means that the student is not permitted to continue in a course or courses at UQ College. An eligible student may be excluded from a course for unsatisfactory academic performance.

Students are eligible for exclusion if they:

- achieve a trimester grade point average of less than 3.0 in two consecutive trimesters of their study
- fail a core unit twice or
- fail a non-core unit three times

In addition, the CEO, UQ College may exclude a student from all UQ College courses and programs if it’s found that the student has been excluded previously from another course at UQ College.

Students who are eligible for exclusion will receive a notice of exclusion, together with advice that they have a right to appeal to UQ College if they consider their circumstances to be extenuating. Financial implications are associated with student exclusion as outlined in policy 3.20.1 Fees.

Students who are eligible for exclusion will be reported to the General Manager, Education & Training at the end of each trimester. The General Manager, Education & Training will consider the case for exclusion. Where no extenuating circumstances exist to support a case for either probationary enrolment or no change to enrolment status at all, the student will be formally notified of their exclusion.

If a student who has been excluded does not appeal against the decision, or if the student's appeal is not successful, the exclusion remains in force for an indefinite period of time and may only be
revoked by a recommendation of the General Manager, Education and Training to the CEO to approve an application for readmission.

A student in their first year of re-enrolment after a period of exclusion is placed on probationary enrolment for a period of one trimester. Units failed prior to the period of exclusion will be taken into account when considering whether the student is subsequently eligible for exclusion for failing a unit three times or failing the same core unit twice.

In accordance with the ESOS Act, all international student visa holders who have been excluded will be reported to the Department of Immigration and Citizenship (DIAC) for breach of the student condition relating to satisfactory academic performance.

6.1 Right to appeal and process for appeals against exclusion for unsatisfactory academic performance

Any student who has been excluded from a program of study has a right to appeal. Appeals must be lodged by the date specified in the letter which advised the student of the exclusion. UQ College is not obliged to consider an appeal lodged after this date. Procedures for submitting an appeal can be found in policy 4.20.2 Academic Appeals.

An appeal against exclusion for unsatisfactory academic performance is referred to the CEO, UQ College. The CEO recommends to the Academic Board whether the appeal should be upheld or dismissed. The Academic Board considers:
- whether the exclusion decision imposed and procedures followed were correct according to relevant policies and rules
- the severity or consistency of the exclusion decision
- mitigating circumstances provided by or on behalf of the student in the appeal
- actions taken by the student or program area to address performance issues.

When an appeal against exclusion is upheld, the student may immediately re-enrol in the program and may be placed on probationary enrolment for six months. There will be no adverse academic or financial consequences provided enrolment occurs within five working days of the date of notification of the appeal outcome.

Where the Academic Board recommends that an appeal against exclusion for failure to complete an award course within the required time limit should be upheld, the Board must include in its report a specified period in which the student will complete the course requirements and any units or special examinations that the student will be required to undertake.

Where the Academic Board decides that an appeal against exclusion for failure to complete an award course within the required time limit should be upheld, they will determine conditions under which the student may complete the course.

In all cases, the decision of Academic Board is final.

6.2 Status of students awaiting the outcome of an appeal

UQ College will make determinations on appeals against exclusion as soon as practicable, but will not necessarily resolve any particular case before the close of enrolments for the next teaching period. Students whose appeals will not be resolved before the commencement of the teaching period (where the delay is not the fault of the student) are issued with a letter of authorisation for attendance at classes only, pending the outcome of the appeal. Students must consult the Programs Coordinator about the enrolment program they will undertake while awaiting the outcome of the appeal.
Students who have already commenced studies in a teaching period when issued with an exclusion notice will be permitted to continue studies in that teaching period only. Such students must comply with the appeals deadline stated in their exclusion notice. During or on completion of the teaching period, students subject to an unsuccessful appeal will be excluded.

Modification History

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<th>Document Owner(s)</th>
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