



Academic Registrar's Division

COURSE PROGRESS POLICY

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Responsible Faculty/ Division & Unit	Academic Registrar's Division				
Supporting documents, procedures & forms of this policy	Coursework Exclusion Appeal Committee Terms of Reference				
References & Legislation	Code of Practice Teaching and Assessment General Course Rules UOW Records Management Policy Academic Review Committee Terms of Reference				
Audience	Internet – public access				
Expiry date of Policy	December 2009				

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1 Purpose of Policy

1.1 The course progress policy establishes:

- a. the requirements, definitions and procedures to be used in determining the standards of acceptable course progress;
- b. definitions of the roles and responsibilities of UOW staff and students with regard to course progress; and
- c. descriptions of the resources and choices available to assist students at risk of not achieving course progress standards.

1.2 The course progress policy should be read in conjunction with the Course Progress section of the General Course Rules, section 8.53 to 8.70.

2 Definitions

Word/Term	Definition
academic teaching staff	any person who carries out teaching responsibilities under the authority of the Head of an Academic Unit
active	course status where student course progress has been satisfactory
course	a program of study that includes those courses leading to higher education awards
course progress	assessed advancement within a course toward the completion of that course
course progress advisor	academic staff member who is the delegated authority in the Faculty to assist students with regard to enrolment, academic performance, and referral to student services. This is usually the Associate Dean or Sub Dean
course status	category of enrolment determined by assessed course progress
coursework	courses not designated as research courses
coursework exclusion appeal committee	committee to consider and adjudicate upon appeals against exclusion
credit point	the value attached to a subject that indicates study load
delegated authority	a person given delegated authority under the Delegations of Authority policy
exclusion	course status where a student's academic progress has deemed unsatisfactory and that student must re-apply for admission to the University
intervention strategy	systematic plan of action, adapted to assist students in meeting course progress requirements
leave of absence	a period of approved leave from the University
natural justice	principles that ensure that decision-making is fair and reasonable. These involve decision-makers informing people of the case against them or their interests, giving them a right to be heard, not having a personal interest in the outcome, and acting only on the basis of logically probative evidence
not yet competent	designation of a student who has a majority of grades undeclared or, a majority of undeclared and failing grades

Word/Term	Definition
official notification	written information delivered in hard copy or electronically
pending	course status where a student has been deemed not yet competent
Postgraduate coursework students	candidates for Graduate Certificates, Graduate Diplomas, and Masters by Coursework degrees
postgraduate probation	course status where a postgraduate student's course progress has been deemed unsatisfactory and may result in exclusion
undergraduate probation	course status following referral where an undergraduate student's course progress has been deemed unsatisfactory for two study periods and may result in exclusion
referral	course status where a student's course progress is not deemed satisfactory and that student has been referred to an Course Progress Advisor or provider of student services
student	a person registered for a course
study period	period of study within a course in which the student must enrol unless granted a deferment or leave of absence, not more than a six month period
study plan	suggested arrangement of subjects to improve student progress
subject	a self-contained unit of study identified by a unique code
undergraduate students	candidates for courses: diplomas, advanced diplomas, associate degrees, Bachelor degrees, and honours Bachelor degrees

3 Application & Scope - Exclusions or Special Conditions

- 3.1 This policy applies to all students enrolled in undergraduate and postgraduate coursework that lead to an award. Higher Degrees Research (HDR) students are directed toward section 10.29 of the General Course Rules, and the HDR progress review and probation guidelines, for the progress requirements applicable to higher degree research students.
- 3.2 Excluded from the scope of this policy are:
- a. Students enrolled at UOW Dubai
 - b. Study Abroad and exchange students
 - c. Non Award students
 - d. Cross institutional enrolments
 - e. Students enrolled in the Graduate Medical School
 - f. Students enrolled in offshore programs with UOW partner institutions

4 Policy Principles

- 4.1 The principles guiding this policy are:
- a. all students shall be treated fairly and openly
 - b. all students are responsible for their own course progress
 - c. appropriate learning support should be offered to students identified as at risk of not achieving satisfactory course progress

- d. appropriate information should be made available to students identified as at risk of not achieving satisfactory course progress regarding their course status
- 4.2 Underlying the requirements, definitions, and procedures of this policy are the principles of equity, consistency, transparency and natural justice.

5 Monitoring Progress

- 5.1 Course progress based on final results for subjects is assessed within a given time period twice each year. The first course progress study period includes all subjects with results released between 1st February and 31st July of that year. The second course progress period includes all subjects with results released between 1st August and 31st January.
- 5.2 Summer session final results shall not be assessed for the purpose of monitoring course progress.

6 Identification

- 6.1 For the purpose of assessing course progress a passing grade:
- a. for undergraduate students is a final mark equal to or greater than 45% and
 - b. for postgraduate coursework students is a final mark equal to or greater than 50%
- 6.2 In subjects where performance is determined satisfactory or unsatisfactory, the grade satisfactory is a passing grade and unsatisfactory is a failing grade.
- 6.3 For the purpose of assessing academic progress, grades of Pass Restricted and Pass Conceded are considered to be passing grades. Technical Fail grades are considered a failing grade.
- 6.4 A student shall be deemed not yet competent where that student has withheld grades in 50% or more of credit points attempted or where that student has a combination of failing grades and withheld grades totalling 50% or more of credit points attempted.
- 6.5 A student who has failed in 50% or more of credit points attempted or is deemed not yet competent shall be regarded as having not met course progress requirements.
- 6.6 A student who has passed more than 50% of credit points attempted in a study period specified in section 5.1 shall be regarded as having met course progress requirements.

7 Undergraduate Course Progress

On Active Course Status

- 7.1 An undergraduate student who has met course progress requirements, as specified in section 6.6, is enrolled on an active course status.
- 7.2 An undergraduate student on an active course status who has not met course progress requirements, as specified in section 6.6, shall be placed on a course status of referral.
- 7.3 An undergraduate student on an active course status who has been deemed not yet competent according to the provisions of section 6.4 shall be placed on a pending course status.
- 7.4 An undergraduate student on an active course status who is deemed not yet competent shall have their course status reassessed when final grades are declared. An undergraduate student deemed not yet competent who has met course progress requirements shall be returned to an active course

status. An undergraduate student deemed not yet competent who has not met course progress requirements shall be placed on a course status of referral.

On Referral

- 7.5 When an undergraduate student is placed on a course status of referral, or placed on a pending course status, the University shall activate an intervention strategy which may be utilised by that student to assist in meeting course progress requirements.
- 7.6 When the intervention strategy is activated for undergraduate students placed on referral those undergraduate students shall arrange an interview with a Course Progress Advisor.
- 7.7 An undergraduate student on a course status of referral who meets the course progress requirements, as specified in section 6.6, in the following or subsequent course progress study period, shall be returned to an active course status.
- 7.8 An undergraduate student on referral who does not meet the course progress requirements, as specified in section 6.6, in the following or subsequent course progress study period shall be placed on a course status of probation.
- 7.9 An undergraduate student on a course status of referral who is deemed not yet competent according to the provisions of section 6.4 in the following or subsequent course progress study period shall have their course status reassessed when final grades are declared. An undergraduate student on referral and deemed not yet competent who has met course progress requirements shall be returned to an active course status. An undergraduate student on referral and deemed not yet competent who has not met course progress requirements shall be placed on a course status of probation.

On Probation

- 7.10 An undergraduate student who is placed on a course status of probation shall meet with a Course Progress Advisor.
- 7.11 At that meeting the Course Progress Advisor may:
 - a. request that the student explain the factors contributing to not meeting course progress requirements
 - b. give academic advice regarding language and learning support, leave of absence, and learning strategies effective in the relevant discipline or area of study
 - c. request a written plan describing the means by which that student will attempt to meet course progress requirements in the future
 - d. recommend programs of study to aid students in making adequate course progress.
- 7.12 The Course Progress Advisor may refer the undergraduate student to services appropriate to that student's needs, these may include:
 - a. Learning Development
 - b. Counselling Service
 - c. PASS Program (if available)
 - d. Disability Services
 - e. Student Equity and Diversity Liaison Officer and
 - f. Other services as deemed appropriate by the Course Progress Advisor.
- 7.13 An undergraduate student on probation who meets course progress requirements, as specified in section 6.6, in the following or subsequent course progress study period will be returned to an active course status.

- 7.14 An undergraduate student on probation who does not meet course progress requirements, as specified in section 6.6, in the following or subsequent course progress study period shall be excluded from the University for a period of one year.
- 7.15 An undergraduate student on probation who is deemed not yet competent in the following or subsequent course progress study period and according to the provisions of section 7.14 is to be excluded shall be permitted to enrol in the subsequent study period in a pending status until such time as their grades are declared and their status can be reassessed.
- 7.16 An undergraduate student on probation who has been deemed not yet competent and has met course progress requirements shall be returned to an active course status. An undergraduate student on probation who has been deemed not yet competent and has not met course progress requirements shall be excluded from the University for a period of one year.

8 Postgraduate Course Progress

On Active Course Status

- 8.1 A postgraduate coursework student who has met course progress requirements, as specified in section 6.6, is enrolled on an active course status.
- 8.2 A postgraduate coursework student on an active course status who has not met course progress requirements, as specified in section 6.6, in the following or subsequent course progress study period shall be placed on a course status of probation.
- 8.3 A postgraduate coursework student on an active course status who has been deemed not yet competent according to the provisions in section 6.4 shall be placed on a pending course status.
- 8.4 Where a postgraduate coursework student on an active course status is deemed not yet competent a reassessment of course status shall be made upon declaration of final grades. Where a postgraduate coursework student deemed not yet competent has met course progress requirements that student shall be returned to an active course status. Where a postgraduate student deemed not yet competent has not met course progress requirements that student shall be placed on a course status of probation.

On Probation

- 8.5 When a postgraduate coursework student is placed on a course status of probation or placed on a pending course status the University shall make available and activate an intervention strategy which may be utilised by that student to assist in meeting course progress requirements.
- 8.6 A postgraduate coursework student who is placed on a course status of probation shall meet with a Course Progress Advisor.
- 8.7 At that meeting the Course Progress Advisor may:
- a. request that the student explain the factors contributing to not meeting course progress requirements
 - b. give academic advice regarding language and learning support, leave of absence, and learning strategies effective in the relevant discipline or area of study
 - c. request a written plan describing the means by which that student will attempt to meet course progress requirements in the future and
 - d. recommend programs of study to aid students in making adequate course progress
- 8.8 The Course Progress Advisor may refer postgraduate coursework students to services appropriate to that student's needs; these may include (but are not limited to):

- a. Learning Development
 - b. Counselling Service
 - c. PASS Program (if available)
 - d. Disability Services
 - e. Student Equity and Diversity Liaison Officer and
 - f. Other services as deemed appropriate by the Course Progress Advisor
- 8.9 A postgraduate coursework student on probation who meets the course progress requirements, as specified in section 6.6, in the following or subsequent course progress study period shall be returned to active course status.
- 8.10 If a postgraduate coursework student on probation does not meet course progress requirements, as specified in 6.6, in the following or subsequent course progress study period that student will be excluded from the University for a period of one year.
- 8.11 A postgraduate coursework student on probation who is deemed not yet competent, according to the provisions of section 6.4, in the following or subsequent course progress study period and, according to the provisions of section 8.10, is to be excluded that student shall be permitted to enrol in the subsequent study period in a pending status until such time as their grades are declared and their status can be reassessed.
- 8.12 A postgraduate student on probation who has been deemed not yet competent and has met course progress requirements shall be returned to an active course status. A postgraduate student on probation who has been deemed not yet competent and has not met course progress requirements shall be excluded from the University for a period of one year.

9 Communication

- 9.1 Undergraduate and postgraduate coursework students placed on referral, probation, or pending course status shall be officially notified and advised of their rights and responsibilities.
- 9.2 Undergraduate and postgraduate coursework students shall be officially notified of their Course Progress Advisor and the services available to assist them in making adequate course progress.
- 9.3 Where a student meets with a Course Progress Advisor to discuss the implementation of an intervention strategy the Course Progress Advisor shall record the date and the details of the intervention strategy devised. Undergraduate and postgraduate coursework students shall acknowledge the recommendations of the Course Progress Advisor.
- 9.4 Records of intervention strategies shall be noted on student files by the Academic Registrar's Division.
- 9.5 Where an undergraduate and postgraduate coursework student has not met course progress requirements and according to the provisions of sections 7.14 or 8.10 that student is excluded there shall be written notice of exclusion, written notification of the appeals procedure and information on how students may access that procedure.

10 Appealing Exclusion

- 10.1 An undergraduate or postgraduate coursework student who is excluded from the University may appeal that decision in writing to the Coursework Exclusion Appeal Committee.
- 10.2 The terms of reference of the Coursework Exclusion Appeal Committee outline the purpose, membership and procedures governing the operations of the Coursework Exclusion Appeal Committee.

- 10.3 A student (the appellant) who appeals exclusion must:
- a. lodge that appeal in writing with the Academic Registrar's Division within 20 working days of notification of exclusion and
 - b. state fully the reasons for the appeal, including a statement detailing the factors that contributed to not meeting course progress requirements and their impact and
 - c. address how those contributing factors will be managed in the future to meet course progress requirements and
 - d. provide any relevant documentary evidence to support the appeal. This may include medical certificates, statutory declarations, counselling reports, references, statements by academic teaching staff, and relevant correspondence.
- 10.4 Appeals received by the Academic Registrar's Division more than 20 working days after notification of exclusion will be considered by the Committee only if determined by the Chair that the delay in appealing constitutes exceptional circumstances beyond the appellant's control.
- 10.5 Appeals will be considered in two stages. In the first stage the statements and documents provided by the appellant will be considered. The Committee may reinstate enrolment, with an intervention strategy activated, on the basis of statements and documents provided.
- 10.6 The second stage of considering appeals shall permit appellants, who are not reinstated on the basis of statements and documents, to appear before the Committee. Where an appellant chooses not to appear before the Committee exclusion shall stand.
- 10.7 Upon consideration of the appeal, the following outcomes may be applied:
- a. Appeal denied
 - b. Exclusion is amended to an enforced leave of absence or
 - c. Enrolment is reinstated and an intervention strategy activated which may include:
 - i. Prescribed program
 - ii. Language and learning support
 - iii. Academic advice
 - iv. Existing Faculty based learning support
 - v. Referral to Student Equity and Diversity Liaison Officer
 - vi. Appropriate support services, or
 - d. Enrolment is reinstated without any further enrolment restrictions.
- 10.8 The Academic Registrar's Division will officially notify appellants of the outcome of their appeal.
- 10.9 If an appeal is denied and exclusion stands, the student concerned may appeal in writing to the Deputy Vice Chancellor (Academic and International) within 10 working days. Grounds for consideration of an appeal are limited to:
- a. lack of due process during the previous appeal and/or
 - b. relevant new or additional information is now available which may alter the outcome of the previous decision

Further appeals must be made to the Deputy Vice Chancellor (Academic and International) within 10 working days of the decision from the previous appeal.

- 10.10 If the Deputy Vice Chancellor (Academic and International) is satisfied the appeal is based on grounds of lack of due process, or relevant new or additional information has become available, the Deputy Vice Chancellor (Academic and International) may refer the matter back to the Coursework Exclusions Appeal Committee or to the [Academic Review Committee](#), as deemed appropriate.

- 10.11 A student, who is dissatisfied with the outcome or conduct of an appeal within the University, may appeal to an external agency. Students have the right to make a complaint to the NSW Ombudsman where there is evidence of maladministration or misconduct by the University of Wollongong.

11 Applying for Re-admission

- 11.1 After a period of exclusion for one year, an excluded student may apply directly to the University for re-admission at the end of the period of exclusion. Re-admission is not automatic and may be refused.
- 11.2 Students applying for re-admission are advised to speak with the relevant Faculty Sub Dean or Associate Dean prior to making their application.

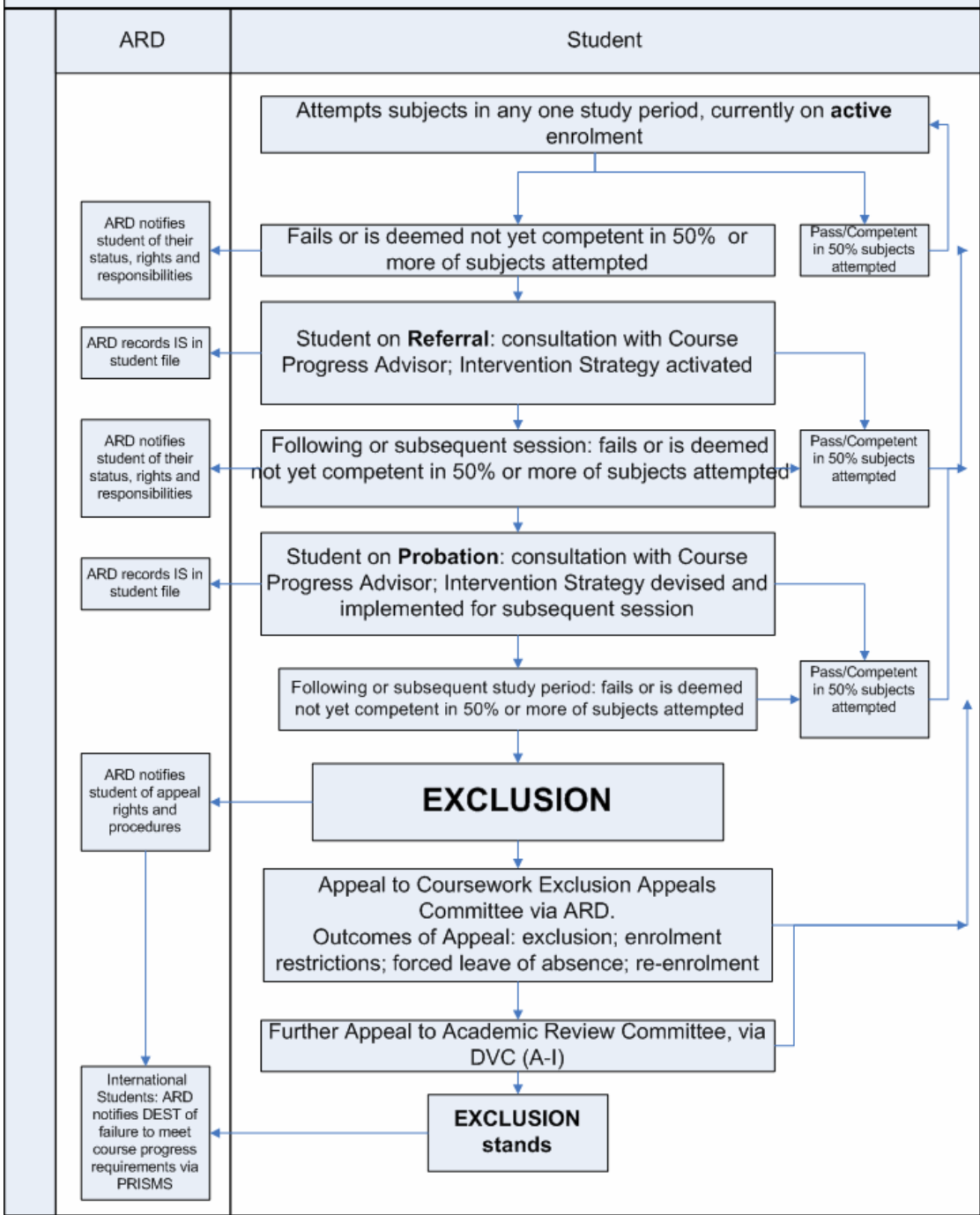
12 Roles & Responsibilities

- 12.1 It is the responsibility of the Course Progress Advisor to:
- a. identify and recommend appropriate intervention strategies made up of one or a combination of components listed in sections 7.12 and 8.8 of this policy
 - b. keep records of intervention strategies adequate for the purposes of meeting records management requirements and in keeping with the UOW Records Management Policy and
 - c. convey records to the Academic Registrar's Division for noting on student files.
- 12.2 It is the responsibility of the student to
- a. ensure their satisfactory course progress
 - b. engage and follow up with recommended intervention strategy and
 - c. Advise the University of the matters referred to in sections 10.11 (where applicable)
- 12.3 It is the responsibility of the Coursework Exclusion Appeal Committee to
- a. provide a transparent and consistent process for making adjudications regarding appeals of exclusion and
 - b. adhere to principles of natural justice.

13 Version Control and Change History

Version Control	Date Released	Date Effective	Approved By	Amendment
1.0	12 October 2007	12 October 2007	University Council	New Policy

Undergraduate Course Progress Policy (Proposal)



Postgraduate Course Progress Policy (Proposal)

