

## 1. Purpose

This procedure details the rules for meeting course progression requirements at Australian School of Accounting (ASA), outlines the process, and defines the grounds for exclusion on the basis of a lack of satisfactory course progress. It also addresses students who are at risk of not progressing in their programs on the basis of their academic performance.

## 2. Scope

This procedure applies to all students of ASA.

## 3. Monitoring trends in rates of retention, progression and completion of student cohorts

Monitoring student retention, progression and completion is the responsibility of the Academic Dean.

The Student Administration Manager is responsible for the recording of student retention, progression and completion data in the Student Management System (SMS). This record is maintained and reviewed quadmester to quadmester. Data on the rates of retention, progression and completion of student cohorts will be retrieved from the SMS by the Student Administration Manager and provided to the Academic Dean who will report each quadmester to Academic Board on these matters after review by the Learning and Teaching Committee.

### 3.1 Early Intervention to identify students at risk

Unit Coordinators are responsible for ensuring that the record of attendance and assessment results are entered into the Learning Management System (LMS). This record is monitored in real time by the Course Coordinator, and accessible by the Academic Dean. The Course Coordinator must inform the Academic Dean where a student's academic and attendance record indicates that they may be at risk of non-progression.

Assessment tasks are spread throughout the quadmester so poor student attendance and performance can be identified within the quadmester by the Course Coordinator. For more details about this, refer to the *Student Assessment Policy*.

Following the guidance of the Course Coordinator, the Academic Dean uses all of the attendance and assessment performance of the students, combined with the retention, progression and completion data which is provided by the Student Services Manager, to assess the performance of students and to identify any who may be at risk.

A student is classified as potentially at risk of unsatisfactory course progress when it is noted by the Academic Dean or their representative that a student is:

- not attending lectures, workshops or tutorials; or
- not performing adequately in assessment tasks as identified by the Course Coordinator

The Academic Dean or their nominee, will counsel students who have been identified as being at risk of unsatisfactory course progress to either:

1. attend academic skills sessions;
2. attend language support sessions;
3. attend counselling;
4. seek mentoring; and/or
5. a combination of the above

### **3.2 Early assessment tasks**

All of ASA's academic units have multiple points of assessment and these are distributed throughout the quadmester. Discussion Forums will be held for the first eight, 100 level, units to engage students online throughout the quadmester.

The assessment task in the Discussion Forums is for each student to write two questions related to at least two topics and then response to other student's questions – not necessarily in the same week. At no time is the student to answer everything in one week, it has to be over the eight weeks. Refer to the *Student Assessment Procedure* for more details.

Data on rates of retention, progression and completion of student cohorts, as well as final assessment results from the previous quadmester and early assessment results from the present quadmester, will be retrieved from the student learning management (LMS) by the Student Administration Manager and provided to the Academic Dean.

### **3.2 Intervention Strategy**

If, at the end of a quadmester, students have not achieved satisfactory progress despite the above measures, the following intervention strategy will be implemented:

1. The student will be sent a written warning, and asked to attend an interview with the Academic Dean or delegated nominee.
2. During the interview the student will be counselled as to their suitability for the course. Students failing to make satisfactory academic progress are to be advised of the risks that they face, such as exclusion; the options available to

- them; and the availability of further course advice and support services.
3. If the decision is made to permit the student to continue to study at ASA, the student will then enter into a formal learning contract with the Academic Dean or delegated nominee.
  4. The learning contract will outline the steps required to improve the student's performance, and will be signed by both the Academic Dean or delegated nominee and the student.
  5. A copy of the learning contract will be placed on the student's file.
  6. Each student that receives a warning letter will be recorded on a register to ensure all students are adequately monitored and have an effective follow up plan.

International students will be advised that if they continue to make unsatisfactory course progress in the following quadmester, they will be deemed to have failed to meet satisfactory course progress and therefore will be reported to the Department of Home Affairs, and may have their student visa cancelled.

#### **4. Failure to complete within specified time limit**

Students who fail to complete course requirements within the specified time limit will have their enrolment terminated. A statement noting that the maximum period of candidature has been exceeded will appear on the final academic transcript issued to the student. The student will be advised in writing of the decision to terminate their enrolment and that they have twenty (20) working days from receiving notification of the decision to terminate their enrolment, in which to appeal the decision.

#### **5. Failure to meet minimum academic standards**

If a student continues to fail to meet minimum academic standards, the student will be issued with a letter outlining ASA's intention to exclude the student. Students will be given twenty (20) working days from the issuing of the notice to appeal the decision in accordance with the *Student Grievance Handling and Resolution Policy* and the *Student Grievance Handling and Resolution Procedure*.

As is set out in the *Student Grievance Handling and Resolution Procedure*, appeals relating to unsatisfactory course progress and failures to meet minimum academic standards are forwarded to the Chair of the Student Grievance and Complaints Committee for review. A student who does not submit an appeal within twenty (20) working days will have their enrolment terminated.

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.

## 6. Exclusion

A student may be excluded from a course of study if they:

- exceed the maximum period of candidature;
- fail more than 50% of the course in two consecutive quadmesters with all assessments attempted;
- fail more than 50% of the course in a quadmester without attending any classes and/or attempting any assessments;
- fail a core unit twice; or
- are in breach of any other policy or rule relating to exclusion.

### 6.1 Period of Exclusion

The initial exclusion period is at least one year. Students who are excluded for a second time may be excluded for a period of up to five (5) years. Students who wish to continue studying after the period of exclusion must reapply for admission to ASA.

Students may apply for special permission to attempt a core unit for the third time. Applications must be made in writing to the Academic Dean or their designated nominee, and accompanied by supporting evidence.

### 6.2 Exclusion and International Students

If ASA has assessed an international student as not meeting course progress requirements and intends to exclude the student, ASA will give the international student a written notice as soon as practicable which:

- notifies the student that ASA intends to report the student for unsatisfactory course progress;
- informs the international student of the reasons for the intention to report, and advises the international student of their right to access ASA's complaints and appeals process within 20 working days. ASA will only report unsatisfactory course progress in PRISMS in accordance with section 19(2) of the ESOS Act if:
- the internal and external complaints processes have been completed and the decision or recommendation supports ASA, or
- the international student has chosen not to access the internal complaints and appeals process within the 20 working-day period, or
- the international student has chosen not to access the external complaints and appeals process, or
- the international student withdraws from the internal or external appeals processes by notifying ASA in writing.

As is set out in the *Student Grievance Handling and Resolution Procedure*, appeals relating to exclusions and cancellations, are forwarded to the Chair of the Student Grievance and Complaints Committee for review.

## 7. Specific Related Documents

*Student Assessment Policy*

*Student Assessment Procedure*

*Student Grievance Handling and Resolution Policy*

*Student Grievance Handling and Resolution Procedure*

*Student Progression and Exclusion Flowchart*

The policy related to this procedure can be found under the policy register as “*Student Progression and Exclusion Policy*”.

## 8. Version Control

Document		Student Progression and Exclusion Procedure			
Approved by		Academic Board		Date: 24 June 2020	
Version #	3.0	Replaces Version	2.1	Academic Board Approval	2023
	2.1		2.0	CRICOS RFI	
	2.0		1.1	Academic Board Approval	
	1.0		1.0	In response to TEQSA report	
	1.0		0.4	Academic Board Approval	
	0.4		0.3	Style review	
	0.3		0.2	Project Manager review	2020
	0.2		0.1	Academic Board review	

