

### 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 Campus 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 Campus 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 At orientation

Orientation is the first opportunity to talk to students and provide them with information about study support and English language support that is available during their studies.

#### 3.2 Early Intervention to identify students at risk

Academics are responsible for ensuring that the records of assessment results are entered into Canvas. This record is monitored in real time by the Academic Dean.

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*.

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 and offer additional support. Additional support for “at risk students” may include, but is not limited to:

- referral for academic study skills, counselling or welfare services;
- attending additional classes;
- attending further meetings with the Academic Dean to review progress;
- receiving mentoring from a lecturer;
- attending English language support sessions; and/or
- reducing course load.

All early intervention strategies will be recorded in the Student Management System.

### **3.3 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 will be over the first eight weeks of the quadmester. 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 system (Meshed) by the Campus Manager and provided to the Academic Dean.

During the quadmester, Canvas records the actual time students work on their respective units of study. If a lecturer or tutor is concerned about the attendance of a student, they can request the Academic Dean or Campus Manager to investigate the matter further.

### **3.4 Intervention Strategy**

If, at the end of a quadmester, students have not achieved satisfactory progress or are ‘at risk’ of not achieving satisfactory progress despite the above measures, the Student Intervention strategy will be implemented. The steps for this Intervention Strategy are outlined in detail in the *Student Intervention Policy and Procedure*.

#### **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 50% of the enrolled units in two consecutive quadesters with all assessments attempted;
- fail 50% of the enrolled units in a quadester 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 (1) 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; and
- 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 twenty (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 twenty (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

*International Student Intervention Policy*

*International Student Intervention Procedure*

*Student Assessment Policy*

*Student Assessment Procedure*

*Student Grievance Handling and Resolution Policy*

*Student Grievance Handling and Resolution Procedure*

*Student Progression and Student at Risk Policy.*

## 8. Version Control

Document		Student Progression and Student at Risk Procedure			
Approved by		Academic Board		Date: 22 December 2021	
				Next review date	2024
Version #	5.0	Replaces Version #	4.1-4.2	Academic Board Approval	
	4.1-4.2		4.0	Minor updates	
	4.0		3.8	Academic Board Approval	
	3.8		3.0-3.7	New course accreditation	
	3.0		2.1	Academic Board Approval Next Review	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 Next Review	2020
	0.2		0.1	Academic Board review	