



Wollongong College Australia

A College of the University of Wollongong

Australia

Wollongong

Course Progress Policy

Wollongong College Australia
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COURSE PROGRESS POLICY

Date approved: 27 November 2008

Approved by WCA Academic Board

- Reference and Legislation
- Student Handbook
 - Student Grievance Policy – Academic
 - Attendance Policy
 - National Code of Practice for Providers of Education and Training to Overseas Students 2007



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1 Purpose of Policy

- 1.1 The course progress policy establishes:
- the requirements, definitions and procedures to be used in determining the standards of acceptable course progress
 - definitions of the roles and responsibilities of WCA staff and students with regard to course progress
 - 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 College Student Handbook.

2 Definitions

Table 1

Word/Term	Definition
teaching staff	any person who carries out teaching responsibilities
active	course status where student course progress has been satisfactory
course progress	assessed advancement within a course toward the completion of that course
course status	category of enrolment determined by assessed course progress
credit point	the value attached to a subject that indicates study load
exclusion	course status where a student's academic progress is deemed unsatisfactory and that student must re-apply for admission to the College
intervention strategy	systematic plan of action, adapted to assist students in meeting satisfactory course progress
leave of absence	a period of approved leave from the College

Word/Term	Definition
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
official notification	written information delivered in hard copy or electronically
pending	course status where a student has been deemed not yet competent
probation	course status following referral where a student's course progress has been deemed unsatisfactory for two consecutive study periods
referral	course status where a student's course progress is not deemed satisfactory and that student has been referred to a Student Advisor
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, usually between 5 and 20 weeks for English courses and one session for academic courses
study plan	suggested arrangement of study to improve student progress
subject	a self-contained unit of study identified by a unique code

3 Application & Scope - Exclusions or Special Conditions

This policy applies to all students enrolled in:

- a. English language programs
- b. WCA Higher Education Programs – (Diplomas)
- c. UOW accredited courses - Foundation Studies and Special Tertiary Entrance Program (STEP).

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 shall be offered to students identified as at risk of not achieving satisfactory course progress
- d. appropriate information shall 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

Course progress is assessed at the end of each study period.

6 Identification

6.1 A student in **English language** programs normally meets satisfactory course progress if they:

- a. maintain class attendance in accordance with the Attendance Policy www.wca.uow.edu.au/Policies
- b. participate in class
- c. complete homework and class assignments
- d. complete all scheduled tests
- e. demonstrate improved language skills
- f. meet the entry requirement for the higher level course.

- 6.2 A student in **academic Higher Education programs** meets satisfactory course progress if they:
- a. pass at least 50% of the subjects attempted in the study period – this is defined as two out of three, or two out of four subjects attempted.
 - b. meet any attendance requirements specified in subject outlines.
- 6.3 A student in academic **Foundation Studies Program** and **STEP** meets satisfactory course progress if they:
- a. achieve a Weighted Average Mark (WAM) of 50% or more in the study period
 - b. achieve a mark in the Academic English or Academic Literacy subject of 50% or more
 - c. achieve a minimum result in specified subjects (where appropriate) as outlined in the Student Handbook.
 - d. meet any attendance requirements specified in subject outlines.
- 6.4 For students studying in the programs outlined in 6.1, 6.2 and 6.3 the following also applies:
- a. subjects where performance is determined satisfactory or unsatisfactory, the grade satisfactory is a passing grade and unsatisfactory is a failing grade
 - b. where the 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 subjects attempted the student will be deemed not yet competent.

7 Course Status

7.1 Active

- 7.1.1 A student, who has met satisfactory course progress, as specified in section 6, is enrolled on an active course status.
- 7.1.2 A student on an active course status who has not met satisfactory course progress, as specified in section 6, shall be placed on a course status of referral.

- 7.1.3 A student on an active course status who is deemed not yet competent shall have their course status reassessed when final grades are declared.
- 7.1.4 A student deemed not yet competent who has met satisfactory course progress shall be returned to an active course status.
- 7.1.5 A student deemed not yet competent who has not met satisfactory course progress shall be placed on a course status of referral.

7.2 On Referral

- 7.2.1 When a student is placed on a course status of referral, or placed on a pending course status, the College shall activate an intervention strategy which may be utilised by that student to assist in meeting satisfactory course progress.
- 7.2.2 When the intervention strategy is activated for students placed on referral those students shall arrange an interview with a Student Advisor.
- 7.2.3 A student on a course status of referral who meets the satisfactory course progress, as specified in section 6, in the following or subsequent course progress study period, shall be returned to an active course status.
- 7.2.4 A student on referral who does not meet the satisfactory course progress, as specified in section 6, in the following or subsequent course progress study period shall be placed on a course status of probation.

- 7.2.5 A student on a course status of referral who is deemed not yet competent in the following or subsequent course progress study period shall have their course status reassessed when final grades are declared. A student on referral and deemed not yet competent who has met satisfactory course progress shall be returned to an active course status. A student on referral and deemed not yet competent who has not met satisfactory course progress shall be placed on a course status of probation.

7.3 On Probation

- 7.3.1 A student who is placed on a course status of probation shall meet with a Student Advisor or Program Manager.

- 7.3.2 At that meeting the Student Advisor or Program Manager may:

- a. request that the student explain the factors contributing to not meeting satisfactory course progress
- 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 satisfactory course progress in the future
- d. recommend programs of study to aid students in making adequate course progress.

- 7.3.3 The Student Advisor or Program Manager may refer the student to services appropriate to that student's needs such as counselling.

- 7.3.4 A student on probation who meets satisfactory course progress, as specified in section 6, in the following or subsequent course progress study period will be returned to referral status.

7.3.5 A student on probation who does not meet satisfactory course progress, as specified in section 6, in the following or subsequent course progress study period shall be excluded from the College, for a minimum of one study period, subject to the appeals process.

7.3.6 A 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 7.3.5 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.

7.3.7 A student on probation who has been deemed not yet competent and has met satisfactory course progress shall be returned to a referral course status. A student on probation who has been deemed not yet competent and has not met satisfactory course progress shall be excluded from the College, subject to the appeals process.

8 Communication

8.1 Students placed on referral, probation, or pending course status shall be officially notified and advised of their rights and responsibilities.

8.2 Students shall be officially notified of the services available to assist them in making adequate course progress.

8.3 Where a student meets with a Student Advisor or Program Manager to discuss the implementation of an intervention strategy the Student Advisor or Program Manager shall record the date and the details of the intervention strategy devised. Students shall acknowledge the recommendations made.

8.4 Records of intervention strategies shall be noted on student files by the College.

8.5 Where a student has not met satisfactory course progress and according to the provisions of section 7.3.5 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.

9 Students Studying on a Student Visa

9.1 It is the College's obligation, in compliance with the National Code, to report an international student on a student visa that has been assessed as not achieving satisfactory course progress.

9.2 An international student on a student visa who is on probation and does not meet satisfactory course progress in the following or subsequent session will be reported to the Department of Immigration and Citizenship (DIAC). There shall be written notice to the student of the College's intention to report to the Immigration Department, written notification of the appeals procedure and information on how students may access that procedure.

10 Appealing Exclusion and/or Reporting to the Immigration Department

10.1 Any student who is excluded from the College and/or is to be reported to the Immigration Department for not achieving satisfactory course progress may appeal the decision. Refer to section 7 in the WCA Student Grievance Policy – Academic for information on the appeal procedure. The WCA Student Grievance Policy and Procure – Academic can be accessed at www.wca.uow.edu.au/Policies.

10.2 Any student, who is dissatisfied with the outcome or conduct of an appeal within the College or the University, may appeal to an external agency. Students have the right to make a complaint where there is evidence of maladministration or misconduct by Wollongong College Australia or the University of Wollongong.

10.3 International students who choose to appeal to an external agency must notify the College of this decision and provide details of the external agency within 10 days of being notified of the outcome of the last stage of their internal appeal. If the student does not provide this information to the College within 10 days, the College will report the student to the Immigration Department for not achieving satisfactory course progress.

11 Applying for Re-admission

11.1 After a period of exclusion, an excluded student may apply directly to the College for re-admission at the end of the period of exclusion.

11.2 Students applying for re-admission are advised to speak with the Student Advisor prior to making their application.

12 Roles & Responsibilities

12.1 It is the responsibility of the Student Advisor or Program Manager to:

- a. identify and recommend appropriate intervention strategies
- b. keep records of intervention strategies and in the case of Foundation Studies Program and STEP students, ensure records are in keeping with the UOW Records Management Policy.

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 College or University as appropriate of the matters referred to in section 10.3 (where applicable) within 10 working days.

13 Version Control and Change History

Version Control	Date Approved	Date Effective	Approved By	Amendment
1	8/11/07	16/11/07	WCA Academic Board	
2	14/08/08	20/10/08	WCA Academic Board	Changes to terminology, removal of grievance procedure information, details of external appeals to be provided by students added
3	27/11/08	09/02/09	WCA Academic Board	Removal of: <ul style="list-style-type: none">• attendance requirement for course progress for academic programs• readmission is not automatic & may be refused