Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Review of Student Progress

Establishment: Council, 28 August 1992

Last Amended: Deputy Vice-Chancellor (Students), 23 July 2019

Nature of Amendment: Updated preclusion groupings and At Risk Student – Counselling Record

Date Last Reviewed: November 2011

Responsible Officer: Deputy Vice-Chancellor (Students)

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1. Purpose and Scope

1.1 The purpose of this Policy is to set out the University's obligations and expectations with respect to the review of student progress.

1.2 This policy applies to all students enrolled at the University in a course for one of the following awards:

- Associate Diploma;
- Diploma;
- Advanced Diploma;
- Bachelor (Ordinary and Honours) Degree;
- Graduate Certificate;
- Graduate Diploma;
• Masters Degree by coursework (coursework component only); and
• Professional Doctorate (coursework component only).

2. Definitions

at risk - a student will be deemed to be at risk of preclusion if: the student achieves a grade of Fail in 50 percent or more of the units attempted in the period under consideration; or the student achieves a grade of Fail in a topic in a course where the course rule contains a provision that failure in a topic on more than one occasion may constitute prima facie evidence of unsatisfactory progress; or the student's academic performance in a course is such that they may meet any other definition of unsatisfactory progress as outlined in the relevant course rule.

ESOS Act - the Education Services for Overseas Students Act 2000.


unsatisfactory progress - a student's progress may be considered to be unsatisfactory if: the student has attempted 36 units or more with an overall Grade Point Average (GPA) of 2.0 or less and in the period under consideration has a GPA of 2.0 or less;* and/or the student meets the definition of unsatisfactory progress outlined in the Rule governing the relevant course/s or specified for the topic/s. Topics for which a Withdraw, Not Fail (WN) has been recorded will be excluded from the calculation of the GPA.

relevant College Committee - means the College Committee or Committees with authority to undertake the responsibilities outlined in clause 9.1.

3. General

3.1 Students enrolled in a course can normally expect to complete that course in the format described by the University, provided they make satisfactory progress.

3.2 Where changes to a course are made during the normal period of enrolment, these will not disadvantage students.

4. Student Progress

The University is committed to assisting students to maintain satisfactory progress in their course. Accordingly, processes (refer clauses 5 and 6) have been put in place to ensure that students whose progress is of concern are identified at an early stage and that where necessary appropriate action is taken to assist them.

5. Intervention strategy for At Risk students

5.1 At the end of each semester the University will identify and notify students whose results indicate the risk of preclusion and employ the following intervention strategy:

(a) students deemed at risk for the first time will be notified in writing and invited to attend academic counselling with a College adviser (at risk notification 1);

(b) students who are deemed at risk for a second or subsequent time will be notified in writing and advised that they are required to attend academic counselling with a College adviser (at risk notification 2);

(c) the written notification to students (at risk notification 1 and at risk notification 2) will include advice on the availability of academic support and counselling available within the University.

5.2 College advisers providing academic counselling to students deemed to be at risk may recommend a range of strategies to assist students to improve their academic performance, including but not limited to: a
recommended program of enrolment; a reduction in enrolment load for a specified study period, where appropriate; referral to student support services, as applicable.

5.3 College advisers who have provided academic counselling must ensure that the recommended strategies are documented on an at risk student counselling form. A copy of the completed form must be provided to the student and the original placed on the student's file.

6. Unsatisfactory Progress

The University has set standards (based on a student's GPA and where appropriate individual course rules) below which students are generally considered to be making unsatisfactory progress. The actions resulting from the identification of students who fall into this category are designed primarily to assist students and should not be seen as punitive.

6.1 Review and Identification

6.1.1 At the end of each semester, Colleges will identify those students who are enrolled in their courses/topics whose progress is unsatisfactory.

6.1.2 Having reviewed the progress of such students, the College may take one of the following courses of action. In each case, the reason/s for taking a particular course of action will be fully documented:

(a) take no action (i.e. the student may continue their studies in the course in the normal way); or

(b) ask the student to attend an interview with a College advisor. The purpose of this interview will be:

- to discuss the progress of the student;
- and for the College advisor to provide advice and assistance on mechanisms and services available to assist with improving the progress of the student.

If a student is unable to attend an interview, an alternative process will be put in place. Should the student fail to attend the interview or participate in an alternative process, the College will reconsider the matter and take action in accordance with clause 6.1.2 (c); or

(c) ask the student to show cause why they should not be precluded from re-enrolling in the course or topic.

6.1.3 Where a course of study is administered by more than one College, the relevant College Vice-President and Executive Deans will establish appropriate mechanisms to ensure that the responsibilities outlined in clauses 6.1.1 and 6.1.2 are fulfilled.

6.2 Show Cause Procedures

The following procedures apply in the cases of students who are asked to show cause why they should not be precluded from re-enrolling in the course or topic (refer clause 6.1.2 (c)).

6.2.1 Notification

(a) Students will be sent letters inviting them to show cause why they should not be precluded from re-enrolling in the course or topic. The letters will be sent to the student's nominated postal address and University email account;

(b) the letters will be in a standard format approved by the Deputy Vice-Chancellor (Students); and

(c) a student who receives such a letter may request an interview (as detailed in the letter they receive) to discuss their response to the letter. If requested, an interview must be granted.

6.2.2 Consideration and outcomes
The relevant College Committee:

- will consider the case of each student who has been asked to show cause, taking into account any response received from the student. If a student fails to respond to a request to show cause, the Committee will either preclude the student from re-enrolling in the course or topic for up to five years or require the student to defer re-enrolment in the course or topic for one academic year (in accordance with the provisions of the ESOS Act and National Code, the deferral of enrolment provision does not apply to on-shore international students who are holders of a student visa); and
- must determine which of the following courses of action (none of which may override any course-specific provisions, as approved by Academic Senate and outlined in course rules, that require the student to make an application for re-admission or for permission to re-enrol) is appropriate in each case:

(a) take no action (which means that the student may continue their studies in the normal way); or

(b) permit the student to continue study during the current and/or following semester in a restricted or contract program of enrolment, which may require a particular performance outcome as specified by the Committee;

(c) or require the student to defer his or her re-enrolment in the course or topic for up to one year (in accordance with the provisions of the ESOS Act and National Code the deferral of enrolment provision does not apply to on-shore international students who are holders of a student visa), with either an automatic right to re-enrol in the course or topic after the period of deferment, or with permission to re-enrol after the period of deferment in a restricted or contract program of enrolment, which may require a particular performance outcome as specified by the Committee;

(d) or preclude the student from re-enrolling in the course or topic for up to five years.

Students will be informed, without delay, of the College's decision and the reasons for the decision. The notice of decision will be sent to the student's nominated postal address and University email account. The letters will be in a standard format approved by the Deputy Vice-Chancellor (Students).

6.3 Reviews and Appeals of Student Progress Determinations

6.3.1 A student who is dissatisfied with the decision of a College in relation to unsatisfactory progress should, in the first instance, discuss the matter with the Secretary or the Chairperson of the relevant College Committee.

6.3.2 A student who is dissatisfied with the decision of the College Committee may request a review of the decision in accordance with the Student Review and Appeal Policy and procedures.

6.3.3 A student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the Student Review and Appeal Policy and procedures.

6.4 Recording of Outcomes of Review of Student Progress

6.4.1 Preclusion from re-enrolment in a course or compulsory deferment will appear on the student's official academic transcript for the duration of that preclusion.

6.4.2 No other outcomes of a review of a student's progress will be recorded on the academic transcript.

6.4.3 Information on preclusions, compulsory deferments, restricted enrolments and contract enrolments will be entered into the Student Information System.
7. Re-Admission to a Course or Re-Enrolment in a Topic

7.1 After the expiry of the period of preclusion, a precluded student will have the right to re-enter the course or re-enrol in the topic concerned except where course-specific provisions, as approved by Academic Senate and outlined in course rules, require the student to make an application for re-admission.

7.2 Normally, a precluded student will not be considered for admission to a course in the same discipline as the course from which they have been precluded until the expiry of the period of preclusion. Such courses are determined by the College Deans (Education) or their nominee and published at Appendix A. A precluded student who wishes to apply for admission to a course in a different discipline from the course in which they have been precluded, may do so in the normal way. A student who is admitted to another course and, as part of that course, wishes to re-enrol in a topic from which they are currently precluded, must apply for permission to re-enrol in the topic in accordance with clauses 7.4 and 7.5.

7.3 A student who has been precluded from re-enrolling in a course or topic will not normally be re-admitted to the course or be allowed to re-enrol in the topic before the expiry of one academic year since the effective date of the preclusion.

7.4 Subject to clause 7.3, a student who is precluded from a course or topic and who wishes to be re-admitted to the course or re-enrolled in that topic before the preclusion period expires must submit an application to the relevant College Committee. Applications must be lodged with the Secretary of the relevant College Committee by the deadline specified and should include comprehensive information regarding why the student considers, as appropriate, that:

(a) a pass result could now be achieved in the topic; or
(b) progress in the course will be satisfactory in the future.

7.5 After considering an application the relevant College Committee may take one of the following courses of action:

- the student is not re-admitted to the course or not permitted to re-enrol in the topic; or
- the student is re-admitted to the course with a restricted or contract enrolment; or
- the student is re-admitted to the course without restriction or is permitted to re-enrol in the topic.

However, enrolment in any topic is dependent on a student being able to meet appropriate prerequisites for the topic.

7.6 Students will be notified of the outcome of their applications as soon as possible and provided with the reasons for the decision.

8. Reviews and Appeals against Outcome of Application for Re-Admission to a Course or for Re-Enrolment in a Topic

8.1 A student who wishes to request a review of the decision of a College on his or her application for re-admission to a course or re-enrolment in a topic should, as soon as practicable, discuss the matter with the Secretary or Chairperson of the relevant College Committee.

8.2 A student who is dissatisfied with the outcome may request a review in accordance with the Student Review and Appeal Policy and procedures,

8.3 A student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the Student Review and Appeal Policy and procedures.
9. Assessment of Student Progress

9.1 The relevant College Committee will have responsibility for:

(a) assessing cases of students who have been asked to show cause under clause 6.2, and

(b) considering applications for re-admission to a course or re-enrolment in a topic under clause 7.

9.2 Where a course of study is administered by more than one College, the relevant College Vice-President and Executive Deans will ensure that the responsibilities outlined in clause 9.1 are fulfilled.

9.3 The relevant College Committee will:

(a) include no less than two academic staff members of the College;

(b) include a student member who will normally be from the College;

(c) be appointed by the College Vice-President and Executive Dean (or delegate). The student member will be appointed after consultation with the President of the Flinders University Student Association;

(d) include a Chairperson and Deputy Chairperson appointed by the College Vice-President and Executive Dean (or delegate) from amongst the academic staff members;

(e) have a quorum of no less than 50% of the total membership;

(f) have alternatives for each of the staff and student members of the Committee appointed by the College Vice-President and Executive Dean (or delegate). An alternate will sit on the committee as a full member when the respective member is unavailable;

(g) not allow a student whose progress is under review to sit on the committee at the meeting at which his or her case is being considered;

(h) be entitled to invite any member of the University to advise it on aspects of any case before it; and

(i) determine its own operating procedures to ensure the fair and equitable treatment of students.
Appendix A

College Approved Preclusion Groupings

Under Clause 7.2 of the University’s Policy and Procedures on Review of Student Progress a student who has been precluded from a course will not normally be considered for admission to a course in the same discipline as the course from which they have been precluded until the expiry of the period of preclusion.

The Colleges have determined that preclusion from a course within a designated Group of courses will result in the student also being restricted from being admitted to all other courses within that Group. The designated Groups are set out in the attached tables.

- College of Business, Government and Law
- College of Education, Psychology and Social Work
- College of Humanities and Social Sciences
- College of Medicine and Public Health
- College of Nursing and Health Sciences
- College of Science and Engineering