



THE UNIVERSITY  
*of* ADELAIDE  
COLLEGE

# Course Progress Policy and Procedure

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## 1.0 Introduction

This policy provides information to University of Adelaide College students and academic and student services staff on the College's expectations of students' academic progress. Details are provided on how progress in their course will be monitored and the possible consequences of not achieving satisfactory course progress.

Students and academic and student services staff of the College should ensure that they have read and understood the policy and procedures on course progress. Students should take note of possible outcomes if their progress is not satisfactory.

Student Services staff have responsibility for implementing this policy for students in their programs.

## 2.0 Course Progress Policy

The University of Adelaide College maintains high academic standards, which requires students to be committed to their studies in order to achieve the highest possible goals. Students are expected to complete all assignments and work allocated to them. If students are committed to their studies, the College will be devoted to helping them achieve academic success.

International students are required to achieve satisfactory course progress each semester as a condition of their student visa. The intervention strategy detailed in the procedures below will be used for students who are identified by the College as not achieving satisfactory course progress or being at risk of not achieving satisfactory course progress. Students who are repeating or restarting a program will automatically be placed on an intervention strategy and study plan. Once the intervention strategy has been activated, students who do not achieve satisfactory course progress in the same program the following semester may have their enrolment cancelled and international students will be reported to the Australian Government via the PRISMS reporting system and risk having their visa cancelled by the Department of Immigration and Border Protection (DIBP).

Satisfactory course progress for the College programs are as follows:

- Degree Transfer—a pass (grade of 50% or more) in the majority of the units of study the student is enrolled in for each semester
- Foundation Studies—an overall grade of 50% or more based on the average of the 5 subjects undertaken each semester
- General Academic English (GAE)—a grade of 50% or more in ongoing assessment for the program.

### Student Counselors

For the purposes of this policy, student counselor will be deemed to be any of the following:

- Manager, Student Services (DTP)
- Student Services Coordinator

- Director of Studies (GAE)
- Academic Coordinator (FSP/DTP)

## 3.0 Course progress procedure

### 3.1 Informing students about the course progress policy

The College informs all students of the requirement to achieve satisfactory grades in the course as defined above. Information about the course progress requirements is communicated to international students during Orientation and throughout their course in the following ways:

- in writing in the relevant Program Handbook
- during Orientation presentations by Student Services staff
- by teachers in class
- in any meetings or discussions with a student counsellor regarding the student's progress
- the Course Progress Policy is available to students from the Student Services team, from Reception, or from the College website.

### 3.2 Informal monitoring of course progress

- Teachers liaise with the student counselor if they are concerned about a student who is at risk of not achieving satisfactory course progress.
- Staff meetings are also used as a forum to raise any concerns about the progress of individual students.
- The student counselor then contacts students, who are identified by the teacher or in staff meetings as not achieving well in a unit or units of study, to discuss their progress. Any issues are discussed and students are told about the availability of Learning Support, and how their teachers may be able to assist them further.

### 3.3 Formal intervention strategy for unsatisfactory course progress

Regular assessment is given throughout the course and formal examinations are conducted at the end of each semester. Students who do not achieve satisfactory course progress or are at risk of not achieving satisfactory course progress are referred to Student Services who then contacts the students to discuss their progress and activate the formal intervention strategy.

### 3.4 Formal intervention strategy process

As part of the formal intervention strategy, the student counsellor will:

- request a meeting with the student via email, telephone and/or via the student's teachers
- meet with the student and advise them that the College is activating the formal intervention strategy. The student counsellor will explain what constitutes satisfactory course progress and at what stage the College would consider cancelling their enrolment or notifying DIBP should their grades not improve. A formal record of this meeting will be documented. The student will be required to sign the document and a copy will be kept in the student's electronic file.

- Ascertain what is causing the student to not achieve satisfactory course progress. At this meeting, the student counsellor assists the student to address the issues at hand. If the issues are:
- Medical—the student counsellor will discuss with the student how their medical condition is affecting their studies and what strategies can be put in place to assist them. The student may be referred to a medical practitioner or medical service for further assistance i.e. making a doctor's appointment. The student is also asked to supply a medical certificate for the College to keep on record.
- Personal—the student is given the option of speaking to a member of the College staff or talking to an external Counsellor. If the student asks to speak to an external Counsellor, the student counsellor will make a referral to the counselling service used by the College. Additional fees may apply for external counselling.
- English language related—Strategies to deal with the issue are discussed and it is recommended that the student make an appointment with an English Learning Support advisor for additional English tuition at no cost to the student.
- Academic—Strategies to deal with the issue are discussed, including looking at different study methods. It is also recommended that the student approach their teacher about the difficulties they are experiencing and they are informed about the availability of Learning Support advisors in most subjects.
- Students who fail to contact the student counsellor to discuss their progress will be advised in writing that their course progress is unsatisfactory and should it continue the following semester in that program DIBP will be notified through PRISMS and they risk having their student visa cancelled. This communication will be kept in the student's manual file.
- The student counsellor continues to monitor the progress of each student after the intervention strategy has been activated. The student counsellor will monitor whether the program is suited to the student academically and, if not, they will discuss with the student the possibility of enrolling in an alternative program that may be more suitable for them.
- Formal records are kept from each meeting/contact with the student and are stored in the student's file in the database.

## 4.0 Formal notification

If the intervention strategy has been implemented and the student fails to meet satisfactory course progress in two consecutive semesters in one program then the student will be made aware that their enrolment may be cancelled, and a formal notification will be made to DIBP through PRISMS for international students.

At this stage, provided the student has given written consent on their personal data form for the College to contact their parents, the student's parents are also informed of their son's or daughter's unsatisfactory course progress in writing.

The student will be notified in writing that their enrolment will be cancelled or, if they are an international student, they will be reported to DIBP for failing to achieve satisfactory course progress and this may result in DIBP cancelling their student visa. The student will be informed in this communication that they have 20 working days to access the College's complaints and appeals process. Copies of these documents are stored in the student's electronic file.

If the student does not access the complaints and appeals process within 20 working days, a notification will be made via PRISMS that the student is not achieving satisfactory course progress. Notification details will be placed on the student's manual file.

## 5.0 Students to be given consideration

### 5.1 To continue in their current University of Adelaide College program

Students who fail to make satisfactory course progress in two consecutive semesters in their program will be given consideration to continue their studies on the following grounds:

- there are verifiable, compelling or compassionate circumstances which prevented the student from achieving satisfactory course progress
- after the intervention strategy was implemented, the student demonstrated a strong commitment to their studies and there was a significant improvement in their grades in the second semester. The student must, in the student counsellor's opinion, have the potential to successfully complete their program and transfer to the University of Adelaide.

### 5.2 To transfer to another program at the University of Adelaide College or another provider

Students who fail to make satisfactory course progress after six months of study in their primary program at the University of Adelaide College will be given approval to transfer to another provider or another program at the College on the following grounds:

- there are verifiable, compelling or compassionate circumstances which prevented the student from achieving satisfactory course progress
- after the intervention strategy was implemented, the student demonstrated a strong commitment to their studies but despite their efforts, it is deemed that they are not academically suited to the program that they are currently enrolled. The student counsellor will assess whether the student is more suited to a lower level program at the College or to transfer to another provider who offers lower level programs, for example, VET or Diploma courses.



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