



THE UNIVERSITY
of ADELAIDE
COLLEGE

Course Progress Policy and Procedures

Published July 2018 | Version 4.4

Table of Contents

1.0 Introduction	3
2.0 Course progress policy.....	3
2.1 Student Counsellors.....	3
2.2 Course progress requirements for DT Semester 3	4
3.0 Course progress procedures.....	4
3.1 Informing students about the course progress policy.....	4
3.2 Monitoring course progress.....	4
3.3 Intervention strategy where there is unsatisfactory course progress	4
3.4 Intervention strategy process	4
4.0 Formal notification	5
5.0 Compelling or compassionate circumstances	6
5.1 When students might be allowed to continue their program enrolment.....	6
5.2 Transfer to another program at the University of Adelaide College	6

1.0 Introduction

This policy provides information to University of Adelaide College students and staff on the College's expectations regarding students' academic progress. The Course Progress Policy and Procedures also outlines how course progress is monitored and the possible consequences of failing to achieve satisfactory course progress.

While all staff are responsible for supporting students in their academic success, relevant Student Services staff have the responsibility for implementing this policy and procedures for students in their courses.

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. To this end, all students are expected to fully engage with their studies including maintaining satisfactory course progress during their studies. International students are explicitly required to achieve satisfactory course progress as a condition of their student visa.

Satisfactory course progress at the College is defined as follows, for:

- Degree Transfer and Pre Masters**—a pass (grade of 50% or more) in the majority of the units of study, including Language for 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 assessments at each level of the program.

The intervention strategy detailed in the procedures section of this document is used where students 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. Once the intervention strategy has been applied, students who do not achieve satisfactory course progress in the same program the following semester may have their enrolment cancelled. International students making unsatisfactory course progress will be reported to the Australian Government via the PRISMS reporting system and risk having their visa cancelled by the Department of Home Affairs (HA).

2.1 Student Counsellors

For the purpose of this policy, student counsellor refers to any of the following:

- Manager, Student Services (DTP)
- Student Services Coordinator
- Director of Studies (GAE)

- Academic Manager (FSP/DTP)
- Student Services Manager

2.2 Course progress requirements for DT Semester 3

Degree Transfer students are required to pass a minimum of 3 courses (excluding language for study) over two semesters in order to be eligible for an offer of a third semester of study in the Degree Transfer program at the University of Adelaide College

3.0 Course progress procedures

3.1 Informing students about the course progress policy

The College informs all students of the requirement to achieve satisfactory grades in their respective course as defined in section 2 of this policy. Information about course progress requirements is communicated to 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 and Procedures are available to students from the Student Services team, from Reception, or from the College website.

3.2 Monitoring course progress

- Teachers liaise with the student counsellor if they are concerned about a student who is at risk of not achieving satisfactory course progress
- Staff meetings may also be used as a forum to raise any concerns about the progress of individual students
- The student counsellor contacts students identified as making unsatisfactory progress to discuss, identify and determine solutions to potential issues affecting each student's performance.

3.3 Intervention strategy where there is unsatisfactory course progress

Students who achieve unsatisfactory course progress or who are at risk of achieving unsatisfactory course progress are referred to a student counsellor to discuss their progress and to implement an intervention strategy.

3.4 Intervention strategy process

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

- Request a meeting with the student via email or telephone and/or via the student's teachers.
- Meet with the student and advise them that the College is activating a formal intervention strategy because of concerns regarding their course progress. The student may also be informed of potential consequences if their grades do not improve, such as the College cancelling their enrolment.
- Use the Progression strategy tool to ensure students are aware of College expectations and available support, and to reflect on their learning and develop study goals.
- Identify issues causing the student to make unsatisfactory course progress to determine appropriate opportunities for support. 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. The student may also be asked to supply a medical certificate for the College to keep on record if a Special Consideration or Reasonable Adjustment is required.

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 professional services used by the College. Additional fees may apply for external counselling.

English proficiency related— strategies to deal with the issue are discussed including the option of making an appointment with a Tutor Assistance Program staff for additional English tuition at no cost to the student.

Academic— strategies to deal with the issue are discussed, including utilizing the Tutor Assistance Program. Student are also encouraged to approach their teacher about the difficulties they are experiencing to identify solutions to the problems.

- 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 their enrolment will be cancelled and HA notified through PRISMS which may result in their student visa being cancelled.
- Formal records from each meeting/contact with the student are maintained in the student's file.

4.0 Formal notification

If an intervention strategy has been implemented and the student fails to meet satisfactory course progress in two consecutive semesters in the same program, then the student will be advised in writing that their enrolment is scheduled to be cancelled. The student will be informed in this communication that they have 20 business days to access the College's complaints and appeals process to appeal the decision. If the student does not access the complaints and appeals process within 20 business days, a notification will be sent to the relevant Australian Government department that the student is not achieving satisfactory course progress. In the case of international students, this reporting may result in HA cancelling the student's visa. Copies of these documents are stored in the student's electronic file

Notification details and copies of relevant documents such as the letter to the student will be filed in the student's file. Where a student is under 18 or where the student has given written consent for the College to contact their parents, the student's parents are also informed in writing of the student's unsatisfactory course progress.

5.0 Compelling or compassionate circumstances

5.1 When students might be allowed to continue their program enrolment

Students may be allowed to continue their current University of Adelaide College program enrolment after failing to make satisfactory course progress in two consecutive semesters where:

- there are verifiable, compelling or compassionate circumstances which prevented the student from achieving satisfactory course progress and/or
- 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 subsequent 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 within the next available semester of the particular bachelor stream the student is studying.

5.2 Transfer to another program at the University of Adelaide College

Students who fail to make satisfactory course progress after one semester of study in their pathway program at the University of Adelaide College will be given approval to transfer to another program at the College if:

- there are verifiable, compelling or compassionate circumstances which prevented the student from achieving satisfactory course progress, and
- where after an intervention strategy was implemented, the student demonstrated a strong commitment to their studies but despite their efforts, the student was not academically suited to the program that they are currently enrolled.



THE UNIVERSITY
of ADELAIDE
COLLEGE

The University of Adelaide College
132 Grenfell Street
Adelaide SA 5000 Australia
Tel: +61 (0)8 8313 3430
Fax: +61 (0)8 8313 3877
college@adelaide.com.au