

# Course Progression Policy



## Purpose

The purpose of this policy is to describe the satisfactory course progression of School of Contemporary Music students at subject, as well as course level.

## Scope

This policy applies to all applicants for School of Contemporary Music courses.

## Policy

## Subject

Course progress at the subject is assessed by the subject lecturer or unit trainer. A student is deemed to be making satisfactory progress at the subject when:

### Prior to Census Date:

- They have logged onto their learning management system enrolled subject/unit page
- and/or attended class

### Past Census Date:

- they achieve a passing grade or above; and
- they maintain 80% attendance for face-to-face classes.

## Course Level

Coursework students are expected to make satisfactory academic progress for each term of their enrolment. Satisfactory progress includes:

- successful completion of 50% or more of attempted subjects or units per term (except for students currently on an Academic Progress Intervention Strategy who are required to successfully complete more than 50% of attempted subjects or units);
- successful completion of core or required subjects or units on first or second attempt (that is, no subject or unit failed more than once);
- 80% attendance for face-to-face classes;
- following the course sequence including the pre-requisites, major/minor requirements, and any other requirements as outlined in the course guidelines.

A student at risk of failing to make satisfactory course progress is:

- one who fails 50% or more of attempted subjects or units per term.
- one who has failed a core unit on their first attempt (Diploma only).
- one who does not maintain 80% attendance for face-to-face classes.
- one who does not fulfil the course sequence as stipulated by course requirements or negotiated with Director;
- one who displays other academic and/or pastoral concerns which are affecting studies (i.e. prolonged/regular extension requests, financial hardship).

A student has failed to make satisfactory course progress when:

- they are currently on an Academic Progress Intervention Strategy and they fail to meet its conditions;
- they have failed a core or required subject on their second attempt (Diploma only).

It is a student's responsibility to understand and meet all the requirements of their course as stated in their course guidelines. To qualify for admission to a (pass), the student must complete all the requirements of the course within the prescribed timeframe.

A student who wishes to lodge an appeal concerning any matter affecting their course progression should follow the procedure referenced in the Complaint and Grievance Resolution Policy.

Responsible for implementation

Directors

Key stakeholders

Faculty and students

Related documents

Complaint and Grievance Form

# Procedures

## Course Progression Procedure

### Monitoring Attendance

Lecturers record electronically all student attendance in each face-to-face subject. A student whose attendance falls below 85% of the projected attendance for the subject, without approval, is notified in writing by the lecturer and required to meet with the lecturer. Lecturers are advised to keep records of the advice and assistance they give students.

If a student's attendance has fallen below 80% but is at least 70% of the projected attendance for the subject, and the student has met and received approval from the lecturer regarding the circumstances for low attendance, the lecturer may allow the student to progress.

If a student's attendance falls below 80% of the projected attendance for the subject, without approval, the lecturer informs the student, in writing, that she/he has failed the subject.

### Monitoring Student Engagement

School of Contemporary Music will assess students to determine their course progress or engagement prior to census date to make sure they are validly enrolled.

Engagement is defined as a student logging onto their Learning Management System enrolled unit/subject page and/or attendance in class.

If a student does not show engagement prior to census date and School of Contemporary Music (faculty and/or student support) cannot contact the student, their enrolment will be automatically cancelled.

### Monitoring Course Progress

Course progress at the course level is monitored and reported by Directors. Following the Internal Monitoring of Grades at the end of each term students are identified as:

1. Maintaining satisfactory course progress - no further action is required.
2. Identified as being at risk of failing to maintain satisfactory course progress – an Academic Progress Intervention Strategy is implemented. This is deemed an 'early warning notice' and is an indicator of a student being at risk of unsatisfactory progress. Provisional Entry Students who are identified as being at risk of failing to make satisfactory course progress may have their enrolment excluded at this point.
3. Deemed to be not maintaining satisfactory progress - a student may be excluded from a subject, unit or course.

### Intervention Procedure

If, at the Internal Monitoring of Grades, or at an earlier point in the term, a student is identified as being at risk of failing to maintain satisfactory course progress the student is to be notified in writing by the Administrator that they are being placed on an Academic Progress Intervention Strategy.

This is an 'early warning notice' that must contain:

- to meet with Program and/or Director to discuss their progress;
- to reduce their study load;
- to take a leave of absence;
- to get academic study skills and/or language assistance;
- to improve attendance;
- to be placed in a suitable alternative subject or course of study;
- to be referred to counselling/pastoral sessions to receive assistance with personal issues that are influencing their progress;
- and/or a combination of the above.

The student is also warned that they will need to improve their course progression to a satisfactory level to maintain their candidature. Failure to maintain satisfactory course progression may lead to the student being excluded from the course (and for international students being reported, depending on the outcome of any appeals process).

For international students, if their academic non-progress indicates a delayed completion date, the College will access International Student Management System to issue a new Confirmation of Enrolment with revised completion date. A copy is to be placed on the student file and given to the student.

Students who are on an Academic Progress Intervention Strategy are to have their academic progress reviewed at the subsequent term Internal Monitoring of Grades. At this meeting, students are to be identified as:

1. Successful Implementation: Student has made satisfactory course progress.

- Student informed of their removal from the Academic Progress Intervention Strategy.
- Student allowed enrolling as per normal.

2. Unsuccessful Implementation: Student deemed to be not maintaining satisfactory course progress or has not met other requirements of the Academic Progress Intervention Strategy.

- Student to be excluded from award and not allowed to re-enrol. See 'Exclusion from Subject and Course Policy'.

## Appeals Procedures

Any student who wishes to lodge an appeal concerning any matter affecting their course progression or course attendance should follow the procedure referenced in the Complaint and Grievance Resolution Policy.

Where the student has provided a successful appeal, the Director will decide whether an intervention strategy will be necessary for the student.

## Transfer of a Course of Study

Domestic students wanting to change their course of study must complete the "Variation of Enrolment" Form.

International students who have not completed at least six months of their principal course must complete the online 'Application for Release' form.

All students must ensure they meet the admission criteria and that the change will not preclude them from progressing in the intended course of study.

**Policy owner:** Chair, Academic Administration

**Policy category:** Academic: Academic Administration

**Policy status:** Approved

**Related policies:**

Monitoring and Moderation of Grades Policy

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