

Progression and Exclusion Policy

Date of Approval by Governing Board: 7th April 2016

Date of review: 7th April 2019

1. Purpose

1.1 This policy outlines the Institute's approach to supporting students to maintain satisfactory academic progress and to identifying those students who require additional intervention.

1.2 There are many factors that can affect a student's academic progress. Early intervention decreases the risks to students of not achieving a satisfactory level of academic progress.

1.3 In the case of international students, the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2017 ('National Code') requires that *Leaders Institute* implement an intervention strategy for any student who is not meeting satisfactory progress requirements in their studies.

2. Principles

2.1 *Leaders Institute* is committed to the preservation of academic standards and quality graduate outcomes for all its courses.

2.2 Students are expected to maintain a satisfactory level of academic performance to be permitted to continue to progress through a course.

2.3 Students who do not meet the required levels of academic performance will be identified and offered advice and support, and may be required to demonstrate why they should be allowed to continue in the course.

2.4 Unsatisfactory progress may have consequences for students, such as conditions imposed on enrolment or exclusion from a course.

2.5 The Institute will adhere to the principles of natural justice when making decisions about academic progress, including providing students with clear and timely information about any unsatisfactory progress.

3. Definitions

3.1 *Satisfactory academic progress* – this is evidenced primarily by the grades achieved for the units in which a student is enrolled. In order to be deemed to be making satisfactory academic progress, a student must complete successfully more than 50% of the credit points in which they are enrolled.

3.2 *At Risk* – this refers to students who, because of poor academic performance, are identified as 'at risk'. Students who are identified as 'at risk' are those who fail assessment items or perform poorly on assessment items. They are contacted by Student Administration and advised of the situation and counseled to seek assistance.

3.3 *Conditional Enrolment for Unsatisfactory Academic Performance* – refers to a sanction for students whose academic performance is unsatisfactory. Placement on conditional enrolment limits the number of units that a student may enroll in. Students must consult with the Program Director to determine the reduced study load to be carried during the period of Conditional Enrolment.

3.4 *Suspension for Unsatisfactory Academic Performance* – refers to the barring of a student from attendance

within a course for a specified period of time. At the conclusion of the period of suspension, the student has automatic right of resumption of study in their course. During a period of suspension, a student's enrolment will be terminated and the student will not be entitled to have access to Institute premises or facilities.

3.5 Exclusion for Unsatisfactory Academic Performance - a student is eligible for exclusion for unsatisfactory academic performance if they fail the same unit three (3) times. An excluded student's enrolment is cancelled and they are precluded from any re-enrolment during the period of exclusion, which will not exceed 24 months. At the expiration of a period of exclusion, the student does not have automatic right of re-admission to the course and must apply for re-admission. During a period of exclusion, a student's enrolment will be terminated and the student will not be entitled to have access to Institute premises or facilities.

Important Caveat - The Program Director may recommend to the Academic Dean that a student should not be excluded where the Program Director is of the view that exceptional or compassionate circumstances have been the cause of the student's poor academic performance. The Academic Dean may in accepting the Program Director's recommendation, impose restrictions on the number of units the student is permitted to enrol in. Imposition of enrolment restrictions must be advised in writing to the student and a copy of the correspondence placed on the student's file.

3.6 Progress review – this refers to a student who has been requested to show cause why they should not be excluded from their course. In these cases a student will be subject to a progress review process when a decision will be taken about whether the student can continue to undertake the course.

4. Scope

4.1 This policy applies to all students enrolled in coursework programs of the Institute.

4.2 Each academic staff member has a responsibility to monitor progress of students in their unit and it is the responsibility of the Program Director to monitor the progress of students in their enrolled course.

4.3 This policy should be read in conjunction with the following documents:

- *Student Grievance and Appeals Policy*
- *Student Assessment Policy*
- *Student Assessment Guidelines*
- *Student Learning Support Policy*

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Approved By	CEO
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