

Policy Title

Academic Progress and Intervention Foundation Year Policy

Purpose

To outline the process for identifying, contacting and assisting students who are 'at risk' of not making satisfactory course progress.

Definitions

**Academic
Progress
Committee**

The committee responsible for reviewing appeals for students who have been assessed as not making satisfactory course progress.

Scope

This policy applies to Monash College Foundation Year students studying at the Melbourne campus.

Policy Statement

Students are expected to complete their Foundation Year program in minimum time: that is, two semesters for Standard and Intensive streams and three semesters for the Extended stream.

Extended Foundation Year students must pass English in their first semester to progress into the Standard program. Students who do not pass Extended English must repeat the full Extended first semester program, although students who pass all their Extended subjects apart from English may be granted an exemption to this requirement, at the discretion of the Heads of Studies. Once students progress beyond the Extended first semester program they are considered to be commencing the Standard program for the purposes of monitoring and assessing academic progress.

Standard and Intensive students may undertake a third semester if they have passed four or more units and require a third semester to complete the program. Only in exceptional circumstances are students permitted to extend their enrolment beyond a third semester and an enrolment exemption must be approved by the Program Development and Innovation team.

At Risk of Unsatisfactory Course Progress

Students will be assessed as at risk of not making satisfactory course progress if they:

- fail an English unit for the first time, or
- fail two or more units in any semester.

These students will be sent an Academically At Risk Warning letter via email notifying them that they must book an appointment with an academic advisor. At this meeting an intervention strategy will be developed outlining the additional support to be provided to the student which could include:

- academic skills programs
- tutorial or study groups
- counselling
- assistance with personal issues which are influencing progress
- a reduction in course load
- attendance requirements
- commencement of studies on the first day of the semester.

A copy of this intervention strategy will be kept on record in the student's file.

Unsatisfactory Course Progress

Students will be assessed as not achieving satisfactory course progress if they are unable to complete the Foundation Year program in three semesters. This includes if a student has:

- passed fewer than four units over two semesters
- failed English 1 or English 2 twice, or
- been enrolled in three semesters and not successfully completed eight units.

These students will be sent a Notice of Unsatisfactory Course Progress. Students may appeal the assessment of unsatisfactory course progress on the grounds that circumstances beyond their control have impacted on their academic performance. This appeal shall be made to the Academic Progress Committee (APC) comprised of the Foundation Year Heads of Studies and Learning Skills Advisor. The APC will review all applications and determine if the student's enrolment should be maintained. Where the decision of the APC is to exclude a student from the program the student has 20 working days to appeal this decision with the Director, Foundation Year or nominee.

Students may choose to discontinue from the program prior to a decision being made by the APC. After the decision to exclude on the grounds of unsatisfactory progress is made by the APC students may not request to discontinue from the Foundation Year program.

Records Management

Academic Progress and Intervention Foundation Year Policy is a Level 3 Business Unit Policy. The latest approved version of the policy will be stored on The Source and Monash College website. The policy owner will maintain a record of issues relevant to the Policy for consideration at the time of review.

Legislation and Standards

[National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 \(The National Code 2018\), Standard 10](#)

[Education Services for Overseas Students Act 2000 \(Cth\) \(The ESOS Act 2000\) Higher](#)

[Education Standards Framework \(Threshold Standards\) 2015, Standard 1.3](#)

Reference Policies and Supporting Documentation	<p>Academic Progress and Intervention Foundation Year Procedure</p> <p>Underload Foundation Year Policy</p> <p>Application for Release Letter – International Student Form</p> <p>Application to Underload – International Students</p> <p>Application for Discontinuation of Studies at Monash College</p> <p>Application for Intermission of Studies at Monash College Course or Unit/s Variation Form</p>
Responsibility for Implementation	<p>Director, Foundation Year</p> <p>Foundation Year Head of Studies</p> <p>Foundation Year Learning Skills Advisor</p> <p>Foundation Year Unit Leader/s</p> <p>Foundation Year Student Administration Team</p>
Status	<p>Revised</p>
Key Stakeholders	<p>Director, Foundation Year</p> <p>Foundation Year Head of Studies</p> <p>Foundation Year Learning Skills Advisor</p> <p>Foundation Year Unit Leader/s</p> <p>Foundation Year Student Administration Team</p> <p>Foundation Year Teachers</p> <p>Foundation Year Students</p>
Approval Body	<p>Executive Director English and Foundation Year</p> <p>Director Governance</p>
Date Effective	<p>9/02/2018</p>

Next Review Date	9/02/2021
Policy Owner Job Title	Director Foundation Year Jane Stewart
Policy Author	Academic Governance Manager
Contact	Foundation Year Head of Studies
Other Location	The Source and Policy Bank
Policy Level	Level 3

Implementation plan

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| Step #1 | Upload to The Source |
| Step #2 | Upload to Monash College 'Our Policies' page |
| Step #3 | Inform relevant stakeholders of key changes via email |

Change history

Version number	Approval date	Approved by	Brief outline of changes
1.0	February 2011	-	New policy
2.0	15 March 2017	Director English & Foundation Year, and Associate Director Governance	Revision of the definition of at risk of not making satisfactory course progress and the definition of unsatisfactory course progress.
2.1	9 February 2018	Executive Director, English, Foundation Year, and Director Governance [via email]	Updated to include Extended students.