

PROCEDURE

Procedure Title

Academic Progress and Intervention Foundation Year Procedure

Parent Policy

Academic Progress and Intervention Foundation Year Policy

Definitions

Academic Progress Committee

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

Preamble

The Academic Progress and Intervention Procedures set out the process for identifying, contacting and assisting students who are 'at risk' of not making satisfactory course progress.

Procedure

Foundation Year students who are 'at risk' of not making satisfactory course progress are subject to the following procedures.

Ref	Steps	Responsibility
1.	<p>Extended Students only</p> <p>At the end of each semester, students who have failed Extended English for the first time will be contacted by Student Administration and asked to re-enroll in the full Extended semester one program. They will also be advised that they are considered at risk of not making satisfactory course progress and must arrange an appointment with an academic advisor.</p> <p>At this meeting an intervention strategy will be developed outlining the additional support to be provided to the student. A copy of this intervention strategy will be kept on record in the student's file.</p>	<p>Student Administration</p> <p>Academic Advisor</p>

Ref	Steps	Responsibility
	<p>Any student who fails Extended English twice will not be allowed to re-enroll in Foundation Year.</p> <p>Students who have passed all subjects apart from Extended English will be reviewed by the Head of Studies to determine whether they will be granted an exemption from the requirement to repeat.</p>	Head of Studies
<p>The procedures below apply to students enrolled in the Standard and Intensive programs and students who have successfully progressed from the Extended first semester program.</p>		
2.	<p>Identifying Students</p> <p>At the end of each semester, students may be sent one of the following letters via email based on their academic performance:</p> <ul style="list-style-type: none"> Academically At Risk Warning Notice of Unsatisfactory Academic Progress. 	Student Administration
3.	<p>Academically At Risk Warning</p> <p>At the completion of a semester an Academically At Risk Warning letter will be sent to students who have:</p> <ul style="list-style-type: none"> failed an English unit for the first time, or failed two or more units in any semester. <p>The letter will advise the student that they are considered at risk of not making satisfactory course progress and must arrange an appointment with an academic advisor.</p> <p>At this meeting an intervention strategy will be developed outlining the additional support to be provided to the student. A copy of this intervention strategy will be kept on record in the student's file.</p>	<p>Student Administration</p> <p>Academic Advisor</p>
4.	<p>Notice of Unsatisfactory Academic Progress</p> <p>At the completion of a semester a Notice of Unsatisfactory Academic Progress will be sent to students if they are unable to complete the Foundation Year program in three semesters. This includes if a student has:</p> <ul style="list-style-type: none"> passed fewer than four units over two semesters 	Student Administration

Ref	Steps	Responsibility
	<ul style="list-style-type: none"> • failed English 1 or English 2 twice, or • been enrolled in three semesters and has not successfully completed eight units. <p>The letter will advise the student that they have been assessed as not achieving satisfactory course progress. Students may appeal this assessment to the Academic Progress Committee (APC) by making a written submission outlining circumstances beyond their control, such as personal or medical issues, that have impacted on their academic performance. Any documented evidence supporting the circumstances outlined, such as a medical certificate, should be included with the submission.</p> <p>The APC will review all applications and determine if the student’s enrolment should be maintained. Students will be notified of the decision of the APC via email. 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.</p>	<p>Student</p> <p>Academic Progress Committee</p>
5.	<p>Appealing APC Decision to Exclude</p> <p>A student may appeal the APC decision to exclude based on unsatisfactory course progress with the Director, Foundation Year or nominee.</p> <p>Any appeal must be received within 20 working days of the date of the notice of exclusion.</p> <p>Any appeal is limited to one or both of the following grounds:</p> <ul style="list-style-type: none"> • New evidence, being evidence not reasonably available to the student at the time they were warned of unsatisfactory course progress. <p>Procedural irregularity.</p>	Director, Foundation Year
6.	<p>The Director, Foundation Year will notify the student of the decision via email within 10 working days of the appeal being lodged. In the event that it is not possible to resolve the matter within 10 working days the student will be notified.</p> <p>If a decision is made to allow the student to remain enrolled beyond a third semester</p>	Director, Foundation Year

Ref	Steps	Responsibility
	conditions may be placed on the student's enrolment and the student remains subject to academic progress review for the remainder of their enrolment.	

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

Date Effective	9/02/2018
Next Review Date	9/02/2021
Owner Job Title	Director Foundation Year Executive Director English and Foundation year
Procedure Author	Academic Governance Manager
Contact	Foundation Year Head of Studies
Other Location	Monash College website. Source

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	February 2011	-	New procedure
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. Updates to APC appeals process to reflect current practice.
2.1	9 February 2018	Director English & Foundation Year, and Associate Director Governance	Procedure added for Extended students.