



Student Progress and Exclusion Policy

1. PURPOSE

- 1.1. To create a standard of satisfactory academic progress at North Metropolitan TAFE (the college) across all units and to identify at risk students and the conditions under which exclusion from a course may be necessary.

2. APPLICATION

- 2.1. This policy applies to all full-time and part-time students undertaking Higher Education courses of study.

3. EXCEPTIONS

None

4. DEFINITIONS

- 4.1. *Progress status*: Identifies the student's level of academic advancement as either "Good Standing", "Conditional" or "Excluded".
 - 4.1.1. *Good Standing*: Describes students who have made satisfactory progress and are allowed to continue their course and re-enrol.
 - 4.1.2. *Conditional*: Describes students who have been identified as at risk of not making satisfactory progress within their course, but are permitted to continue with re-enrolment under specific conditions.
 - 4.1.3. *Excluded*: Students who have demonstrated unsatisfactory progress in their course and will not be eligible for re-enrolment.
- 4.2. *SWA*: Semester Weighted Average, which is calculated across all undertaken units.

5. POLICY STATEMENT

- 5.1. Unless otherwise stated by the Academic Board, satisfactory progress in a course over a calendar year is defined as:
 - a) Achieving a pass grade in units with a total credit point value of at least half the total credit point value for which the student is enrolled after the final withdrawal date; and
 - b) Satisfying any additional requirements as specified by the course and unit coordinators.
- 5.2. A student fulfils the requirement of a unit by:
 - a) Complying with any attendance requirements for student classes, lectures, seminars, tutorials, laboratories, practicals and sitting examinations as set out in the unit outline and assessment mechanism statement for the unit; and

- b) Completing at a standard acceptable to the Board of Examiners; assignments and other specified work for the unit as set out in the unit outline and assessment mechanism statement for the unit; and
 - c) Obtaining a final grade of a pass or higher for the unit.
- 5.3. Students, who do not satisfy the requirements in 5.2, may be prohibited by the Learning Portfolio from undertaking further study or examinations in the unit concerned.
- 5.4. In any case where compulsory or minimum levels of attendance are prescribed in accordance with section 5.2a, the attendance requirements must be clearly stated in the unit outline, the consequences of not meeting those requirements and the procedures to be followed should a student fail to attend any required class (es) due to illness and/or personal circumstances beyond their control. A student cannot be failed for non-attendance unless the unit outline clearly stipulates that failure is the consequence of not meeting prescribed compulsory or minimum levels of attendance. The lecturer in charge must keep attendance records for all classes in units where a compulsory or minimum attendance level is prescribed.
- 5.5. In accordance with section 5.2a the maximum attendance requirement permitted is 80%, except in cases where there are assessment items scheduled that require attendance. In such cases, more attendance may be required.
- 5.6. Students who fail a unit twice are not permitted to enrol again in that unit unless the Board of Examiners approves otherwise in recognition of significant mitigating circumstances.
- 5.7. Identification of “at risk” students can occur in the following ways:
- 5.7.1. At the end of each semester any student who has failed to achieve a credit point value of more than half the total credit points, in which the student is enrolled after the final date for withdrawal, will be identified for being “at risk” and will be assigned “Conditional” progress status.
 - 5.7.2. An academic staff member may identify a student as being “at risk” for reasons including, but not limited to, failure to submit coursework, or submission of coursework that is not of an acceptable standard.
 - 5.7.3. A student may identify themselves as being “at risk” of not making satisfactory progress by contacting a student advisor and outlining the difficulties they are having with the unit/s.
- 5.8. Once identified as “at risk”, a student will be put in touch with a student advisor who will devise a strategy to assist the student in achieving satisfactory results. The strategy will be devised in accordance with section 2.2 in *Student Progress and Exclusions Procedure* and with input from course co-ordinators, Learning Portfolio Managers and other relevant staff as is necessary.
- 5.9. The decision to exclude a student can be made on the following basis:
- 5.9.1. A full-time student may be excluded from a course after one semester of study if they have failed all enrolled units and there is documented evidence that an intervention strategy was implemented during the study period in necessary time for the student to take action to avoid failing units.
 - 5.9.2. Exclusion of a part-time student from a course after one semester of study will be assessed on a case-by-case basis.

5.9.3.A student may be excluded after two or more study periods if they have a current academic progress status of “Conditional” and one or more of the following termination criteria are met:

- a) Failure of 50% or more of enrolled units
- b) Failure of any unit for a second time.

5.10. Exclusion from a course is assigned as a last resort and can be overruled by the Academic Executive Director. Once a decision to terminate a student’s enrolment has been made, the students will be advised in writing of their “Excluded” status via the Learning Portfolio.

6. PRINCIPLES

6.1.To define the statuses of academic progress and how they are obtained by a student.

6.2.To develop strategies for assisting students who achieve a status of “Conditional” so that they may continue with their course.

6.3.To outline the exceptional circumstances under which a student’s progress status may be given as “Excluded” and the student expelled from the course.

7. RELATED DOCUMENTS

7.1. Student Progress and Exclusion Procedure

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager Training Services 1
Contact	Manager of Higher Education
	Phone: 9202 4792
	Email: susan.jacobs@nmtafe.wa.edu.au
Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
5.0	Approved	19 Aug 2016	HE Standing Committee	Changes to reporting