



Student Progress and Exclusion Procedure

1. POLICY AGREEMENT SUPPORTED

Student Progress and Exclusions Policy

2. PROCEDURAL DETAILS

Students who are at risk of not making satisfactory progress in their course will be provided with assistance from the relevant faculty and student advisor.

2.1 Identifying At Risk Students:

- 2.1.1 A staff member who identifies a student as being at risk of not making satisfactory progress must contact a student advisor who contacts the student to discuss the options available to the student.
- 2.1.2 Students who have been identified as being at risk, either by a staff member or receiving an academic progress status of “Conditional” will be informed via a written warning, advising the student to meet with a student advisor.

2.2 Intervention Strategies:

- 2.2.1 Help and assistance is provided to students through course advisors, course coordinators and student advisors.
- 2.2.2 The student advisor can approve a reduction in study load if course rules permit and it is relevant to the student’s situation.
- 2.2.3 Assistance may also be offered in the form of organised study groups and academic workshops.

2.3 Exclusion From Course:

- 2.3.1 Students who meet the criteria outlined in section 5.7 in *Student Progress and Exclusion Policy* will be excluded from their course and not permitted to re-enrol.
- 2.3.2 The student involved will be informed in writing of NMTAFE’s decision and assigned an academic progress status of “Excluded”.
- 2.3.3 It is then at the student’s discretion if they wish to contact a student advisor to discussion options including applying for special consideration and appealing the decision.
- 2.3.4 Students who wish to appeal a decision must refer to *Academic Appeals Policy* and *Academic Appeals Procedure*.

Version No.	Approved/ Rescinded	Date	Approval Authority	
3.0	Approved	19 Aug 2016	HE Standing Committee	No changes