

Schedule A: Actions to support students at risk of or making unsatisfactory academic progress.

This Schedule is made pursuant to the [Academic Progress policy](#). This Schedule is effective for study periods which commence on or after 4 March 2019

Trigger for action	Actions to support students at risk of or making unsatisfactory academic progress	Reviewable action?
Students at risk of unsatisfactory progress		
1. A student has failed a compulsory unit for the first time	The Academic Progress Committee (APC) will notify the student that they are at risk of making unsatisfactory academic progress and <ul style="list-style-type: none"> • will identify the support services that are available • will assist the student to prepare a plan to address any factors affecting their academic performance • will invite the student to attend a meeting with a course advisor or other relevant staff member. 	No
2. A student has failed 50% or more of their enrolled credit points in the study period under review	The APC will notify the student that they are at risk of making unsatisfactory academic progress and <ul style="list-style-type: none"> • will identify the support services that are available • will assist the student to prepare a plan to address any factors affecting their academic performance • will invite the student to attend a meeting with a course advisor or other relevant staff member 	No
3. A student is unlikely to complete the course within the maximum period of study	The APC will notify the student that they are at risk of making unsatisfactory progress and will offer to assist the student to plan the remainder of their course.	No

	<ul style="list-style-type: none"> • assist them to prepare a plan to address the factors affecting their performance if this has not already been done, and/or • put a condition/s on the student's enrolment in the next study period, such as requiring the student to repeat the placement. 	
Continuing unsatisfactory academic progress		
<p>8. The student:</p> <ol style="list-style-type: none"> a. continues to make unsatisfactory academic progress and/or b. has not met the conditions that were placed on their enrolment during a previous study period and/or c. has exceeded the maximum period of study and/or d. has failed a placement for the second time. 	<p>The APC notifies the student that they have continued to make unsatisfactory progress or have not met conditions placed on their enrolment during a previous study period and excludes the student for up to one year. For a student who has exceeded the maximum period of study, the APC may extend the maximum period of study instead if it considers this a more appropriate outcome.</p> <p>International students are notified that the University intends to report them for unsatisfactory progress.</p>	Yes

Variation to action	Actions to support students at risk of or making unsatisfactory academic progress	Reviewable action?
<p>9. The Academic Progress Subcommittee finds that there are compassionate or compelling reasons that conditions on the students enrolment would not be appropriate given the student's circumstances</p>	<p>The Academic Progress Subcommittee will:</p> <ul style="list-style-type: none"> • require the student to attend a meeting with a course advisor or other relevant staff member as soon as practicable • assist them to prepare a plan to address the factors affecting their performance if this has not already been done • modify the conditions that would normally apply. <p>The Subcommittee may also require the student to access certain support services.</p>	<p>N/A</p>
<p>10. The Academic Progress Subcommittee finds that there are compassionate or compelling reasons that excluding the student would not be appropriate given the student's circumstances</p>	<p>The Academic Progress Subcommittee may put conditions on the student's enrolment in the next active study period or the study period in which specified units are available. The Subcommittee may also require the student to access certain support services.</p>	<p>N/A</p>
<p>11. A student would have had conditions or exclusion proposed, except that one or more of their results was finalised late</p>	<p>The Academic Progress Subcommittee will decide, on the basis of the student's performance to date, whether to:</p> <ul style="list-style-type: none"> • apply the proposed actions retrospectively, or • allow the student to continue in their current units, being advised that their performance will be reviewed at the end of the study period over the three preceding study periods. <p>The Faculty may also require the student to access certain support services and meet with a course adviser.</p>	<p>Yes</p> <p>No</p> <p>No</p>