

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 was approved on 13 December 2021 and is effective from 1 January 2022.

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 offer specified support activities and services including: <ul style="list-style-type: none"> identifying the support services that are available assisting the student to prepare a plan to address any factors affecting their academic performance inviting 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 offer specified support activities and services including: <ul style="list-style-type: none"> identifying the support services that are available assisting the student to prepare a plan to address any factors affecting their academic performance inviting 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
Unsatisfactory academic progress		
4. A student has failed 50% or more of their enrolled credit points in each of the last two active study periods	The APC will notify the student that they have made unsatisfactory progress, will offer specified support activities and services, and: <ul style="list-style-type: none"> place condition/s on the student's enrolment or academic performance in the next study period, such as <ul style="list-style-type: none"> requiring the student to pass certain units limiting the number of units the student can take to increase their likelihood of success specifying which units the student can take, or 	Yes
	<ul style="list-style-type: none"> require the student to transfer to another course if the student wishes to remain enrolled at the University, or 	Yes
	<ul style="list-style-type: none"> If the student has failed more than 50% of credit points in both study periods, the APC may exclude the student for a period of one year rather than imposing conditions on their enrolment. 	Yes
5. A student has failed a compulsory unit for the second time	The APC will notify the student that they have made unsatisfactory progress and will: <ul style="list-style-type: none"> offer specified support activities and services, including assisting them to prepare a plan to address the factors affecting their performance if this has not already been done, and/or place condition/s on the student's enrolment or academic performance, such as: <ul style="list-style-type: none"> specifying that they must take the failed compulsory unit in the next study period of offer and pass it limiting the number of units the student can take in the next study period of offer, to increase their likelihood of success specifying which units the student can take. 	Yes

<p>6. A Commonwealth Supported student who commenced studying on or after 1 January 2022 has attempted but not completed after census:</p> <p>a) more than 50% of eight or more units undertaken and are enrolled in a bachelor degree or higher, or</p> <p>b) more than 50% of four or more units undertaken and are enrolled in a university certificate, university diploma, advanced diploma or associate degree</p>	<p>The APC will remove the student's access to a Commonwealth Supported Place (CSP) and/or access to the Australian Government Higher Education Loan Program.</p>	
<p>7. A student has failed a non-compulsory unit for a second time</p>	<p>The APC may notify the student that they have made unsatisfactory progress and will:</p> <ul style="list-style-type: none"> • offer specified support activities and services, including assisting them to prepare a plan to address the factors affecting their performance if this has not already been done, and/or • place condition/s on the student's enrolment or academic performance, such as: <ul style="list-style-type: none"> o specifying that they must pass the failed unit in the next study period of offer o limiting the number of units the student can take in the next study period of offer, to increase their likelihood of success o specifying which units the student can take. 	<p>Yes</p>
<p>8. It is apparent that the student cannot complete the course within the maximum study period</p>	<p>The APC will notify the student that they have made unsatisfactory academic progress and will:</p> <ul style="list-style-type: none"> • place condition/s on the student's enrolment or academic performance, including specifying the study plan the student must take (which may include intermission). <p>The APC may extend the maximum time to complete a course on a case by case basis for an individual student.</p>	<p>Yes</p>
<p>9. A student fails a compulsory placement for the first time</p>	<p>The APC will notify the student that they have made unsatisfactory academic progress and will:</p> <ul style="list-style-type: none"> • offer specified support activities and services and/or • require a course of corrective action, such as assisting them to prepare a plan to address the factors affecting their performance if this has not already been done, and/or • place condition/s on the student's enrolment or academic performance, such as requiring the student to repeat the placement in the next available study period. 	<p>Yes</p>

Continuing unsatisfactory academic progress		
<p>10. The student:</p> <ul 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 will:</p> <ul style="list-style-type: none"> • exclude the student from their course with no right to apply for re-admission to resume study for a specified period of up to one year, beginning on the first day of the study period in which the decision to exclude is taken, or • 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>International students are notified that the University intends to report them for unsatisfactory progress.</p>	Yes
<p>11. The Academic Progress Subcommittee finds that there are compassionate or compelling reasons that placing conditions on the student's enrolment or academic performance would not be appropriate given the student's circumstances</p>	<p>The Academic Progress Subcommittee will:</p> <ul style="list-style-type: none"> • offer specified support activities and services • require a course of corrective action that includes: <ul style="list-style-type: none"> ◦ requiring the student to attend a meeting with a course advisor or other relevant staff member as soon as practicable ◦ assisting them to prepare a plan to address the factors affecting their performance if this has not already been done • modify the conditions placed on the student's enrolment or academic performance that would normally apply. 	N/A
<p>12. 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 place conditions on the student's enrolment or academic performance in the next active study period or the study period in which specified units are available.</p> <p>The Subcommittee may also offer specified support activities and services.</p>	N/A
<p>13. 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 	Yes
	<ul style="list-style-type: none"> • 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. 	No
<ul style="list-style-type: none"> • offer specified support activities and services, and • require a course of corrective action that includes meeting with a course adviser. 	No	