COURSE PROGRESSION POLICY – DOMESTIC STUDENTS

Policy Name	Course Progression Policy – Domestic Students		
Policy No	STU21A		
Version Number	V1	Effective Date	01.07.18
Authorised by	Nicole Watts		
Associated Policies	- Attendance Policy **STU/26A** - Non-Communication policy **STU/25A** - Assessment Submission Policy **LERN11** - Assessment Extension Policy **LERN11A** - Assessment Appeal Policy **LERN12A** - Assessment Resubmission Policy **LERN14A** - Course Progression International Policy **STU28A**		
Associated Procedures			
Associated Documentation			

Sydney Design School proactively monitors student progression in order to provide timely intervention and appropriate support, and to ensure that students do not incur unnecessary debt.

Sydney Design School will provide timely and proactive support for students in order that they may achieve their academic goals and course outcomes.

Course progression is monitored throughout the semester to ensure students have appropriate time for action prior to census dates.

Students are required to make satisfactory course progression to maintain enrolment in their course.

Students who are identified as making unsatisfactory course progression will be required to meet with the General Manager to discuss options moving forward including additional support, change to course structure, deferment or withdrawal of studies.

Students are required to observe any additional progression rules relating to their course as specified by the school in the Student Handbook and or on the Policies & Procedures page of the eCampus.

There are three stages of intervention in the management of unsatisfactory course progression. These stages are: Academic Caution, At Risk Warning and Discontinuation of Enrolment.

The student adviser, Education Manager and General Manager approve the criteria by which students are considered to be making unsatisfactory course progression and approve criteria by which students are identified at the three intervention stages.

Academic Caution

This is the first stage in the management of student course progression.

An Academic Caution will arise when a student does one of the following:

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- has not submitted an assessment within 24 hours of the due date without applying for an assessment extension

- has received a "Not Yet Competent" for a resubmitted assessment

- has missed a resubmission due date without previously notifying the student adviser

Students who meet this criteria will be notified by email. The communication will:

- inform the student that they are receiving a caution

- inform the student of the reason they are receiving a caution

- inform the student of support available

- inform the student should they receive three cautions per semester that they will be escalated to the second stage of the process and receive an "At Risk Warning"

At Risk Warning

This is the second stage in the management of student course progression.

This is defined as students that:

- have received three academic cautions per semester

- have outstanding assessments at the end of the semester

- have received a high number of assessment extensions due to time management

- have not maintained 90% attendance and or have missed 3 or more consecutive classes during the semester without notification of absence, resulting in students falling behind in course work and assessments

- an Educator has expressed concerns regarding their ability to understand course content and continue into the next unit of study

Students who meet this criteria will be notified by email. The communication will:

- inform the student that they are at risk of either graduating or continuing their studies into the following semester

- inform the student as to the reason they are receiving the "At Risk Warning"

- inform the student that they are required to meet with the General Manager prior to attending their next scheduled class

In the meeting with the General Manager the reasons for an "At Risk Warning" will be discussed along with strategies and additional support that the school can offer. The student will have the opportunity to discuss their situation and bring any supporting documentation that may need to be reviewed in determining their suitability/ability to continue into the next unit of study. Options of extension to study, deferral or withdrawal will also be discussed.

Students at this stage are encouraged to assess their commitment to their studies and/or consider a course at a more appropriate level of study.

Unsatisfactory course progression and discontinuation of enrolment

The third stage of the intervention process identifies students who have made unsatisfactory course progression.

This is defined as students that:

- have not attended classes or failed to contact Sydney Design School for 2 months

- have outstanding assessment and despite all above efforts from Sydney Design School have failed to make any effort to submit

Students who meet this criteria will be notified by email. The communication will:

- inform them of Sydney Design School's intention to cancel their enrolment within 3 days from date of notification

- inform them that Sydney Design School is cancelling their enrolment due to "Non Communication" and a Statement of Attainment will be issued

- inform the student that they are required to meet with the General Manager prior to attending their next scheduled class

The enrolment of students who are considered to be making unsatisfactory course progression will be discontinued unless the student is able to show cause.

In meeting with the General Manager the student is able to make a show cause submission as to why Sydney Design School should allow their enrolment to continue.

Students should include as much relevant information as possible to help Sydney Design School reach a decision including:

- any compassionate or compelling reasons for the student's previous performance, supported by documentary evidence,

- any remedial action undertaken since the student was advised of the academic caution or of being at risk of unsatisfactory course progression, and

- how the student intends to improve their academic performance if permitted to continue their studies.

Version Control Summary			
Version	**Date**	**Author**	**Details**
V1	29/05/2018	Emma Lander	
V2	10/01/2020	Nicole Watts	
V3	16/01/2020	Nicole Watts	