

## Academic Monitoring and Progression Policy

<b>Purpose:</b>	This policy provides the principles that govern academic monitoring and progression at Murdoch University.		
<b>Audience:</b>	Staff, Students		
<b>Supporting Procedures:</b>	<i>Academic Monitoring and Progression Procedure</i> <i>Academic Progression Mandatory Interview Procedure</i>		
<b>Supporting Guidelines:</b>	<i>Academic Progression Mandatory Interview Guideline</i>		
<b>Contact Officer:</b>	Secretary to Educational Policy Review Committee	<b>Phone:</b>	See Campus Directory

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### Preamble:

Murdoch University recognises that academic progression is a critical component of the relationship between students and the University. The University is committed to monitoring and evaluating the academic progress of each student enrolled in its Award Courses. The University requires all students enrolled in Award Courses to make satisfactory academic progress and graduate within acceptable timeframes. The University actively supports students who are deemed to be making less than satisfactory academic progress to maximise their academic engagement and success.

### Objectives:

1. To ensure that the academic progress of all students is monitored, evaluated, recorded and acted upon regularly, as relevant to the Course or Major.

### Policy:

1. Students have a responsibility to:
  - 1.1. understand the Course Completion and Progression Requirements of each Course and Unit in which they are enrolled;
  - 1.2. maintain a satisfactory rate of academic progress by fulfilling the requirements of each Course and Unit in which they are enrolled; and
  - 1.3. seek advice and assistance if they believe their personal circumstances may impact on their ability to fulfil the requirements of each Course and Unit in which they are enrolled and/or maintain Satisfactory Academic Progress.
2. For the purposes of determining academic progress:
  - 2.1. Enrolled credit points are those in which the student remains enrolled after the last date for Withdrawal Without Penalty for the Unit;
  - 2.2. Where a Unit is taken over two or more teaching periods the credit points for the Unit shall be counted within the total of the final teaching period;

- 2.3. Where a student is enrolled concurrently in multiple Courses, academic standing is assessed against each Course separately. Conditions and penalties are restricted to only that Course in which academic standing is other than satisfactory; and
- 2.4. Additional rules for Satisfactory Academic Progress may be nominated for specific Courses and Majors of the University and approved in accordance with the *Curriculum Policy* with requirements communicated in the University Handbook.
3. The University will regularly evaluate the academic progress of each student:
  - 3.1. Academic progress in Units undertaken during teaching periods other than semester/trimester is reviewed concurrently with that of the following semester/trimester, as relevant to the Course or Major;
  - 3.2. Where a student is awarded a supplementary or deferred assessment, or has any other unconfirmed results, monitoring and evaluation will not be finalised until the outstanding result(s) are confirmed, except where the outstanding result(s) will not alter the outcome of the evaluation; and
  - 3.3. If monitoring and evaluation cannot be finalised before the census date of the subsequent teaching period, the student will enter a grace period and progression re-assessed in the next monitoring and evaluation cycle.
4. For each evaluation period, the University will determine the academic standing of each student as demonstrating:
  - 4.1. Satisfactory Academic Progress:
    - 4.1.1. The student has received a grade of Pass or greater in 50% or more of their enrolled credit points.
  - 4.2. Cause for Concern:
    - 4.2.1. The student has received a grade of Fail in at least one Unit; or
    - 4.2.2. The student has been awarded a supplementary assessment; or
    - 4.2.3. The student has withdrawn from all enrolled Units between census date and the last date to withdraw.
  - 4.3. Poor Performance:
    - 4.3.1. The student has been deemed 'Cause for Concern' for two consecutive evaluation periods.
  - 4.4. Unsatisfactory Academic Progress:
    - 4.4.1. The student has received a grade of Fail in more than 50% of their enrolled credit points in a second consecutive evaluation period.
5. The academic standing of each student is recorded in the student management system.
6. The University will respond to each student who is identified as Cause for Concern, demonstrates Poor Performance or makes Unsatisfactory Academic Progress in accordance with the *Academic Monitoring and Progression Procedure* and with authority to:
  - 6.1. Require the student to meet with their Academic Chair;
  - 6.2. Implement an Academic Performance Plan which may:
    - 6.2.1. require the student to repeat specified Units or to transfer to other approved Units; and/or
    - 6.2.2. otherwise attach conditions to the student's enrolment;

- 6.3. Suspend the student from their Course or Major in the case of Unsatisfactory Academic Progress for one teaching period, during which time they are not permitted to enrol in required or specified elective Units of their Course or Major;
- 6.4. Suspend the student from the University for one teaching period if identified as having Unsatisfactory Academic Progress in a period subsequent to suspension from their Course or Major;
- 6.5. Exclude the student from their Course or Major if they:
  - 6.5.1. fail a required Unit for a second time and are not granted permission by the relevant Academic Chair or delegate to take it a third time; or
  - 6.5.2. fail a required Unit for a third time and are not granted permission by the President of Academic Council, or Deputy President of Academic Council to take it a fourth time; or
  - 6.5.3. fail a required unit for a fourth time; or
  - 6.5.4. have Unsatisfactory Academic Progress in three or more consecutive evaluation periods.
- 6.6. Exclude the student from the University for two teaching periods if they:
  - 6.6.1. have Unsatisfactory Academic Progress in an evaluation period subsequent to a return from suspension; or
  - 6.6.2. are excluded from their Course or Major on a second occasion.
7. In addition to clauses 1 to 6 above the following clauses apply to students enrolled in graduate Coursework Award Courses:
  - 7.1. Each academic year the student must pass at least 3 credit points.
  - 7.2. A student undertaking a thesis or dissertation must complete within the enrolment period, unless an extension has been granted by the Dean Research or delegate.
  - 7.3. A student who receives a grade of Fail for a thesis or dissertation is deemed to have made Unsatisfactory Academic Progress and may not enrol in a thesis or dissertation for a second time in the same Course or Major.
8. In addition to the requirements of this policy, students in Higher Degree Research Awards are subject to requirements as specified in the *Graduate Research Degrees Regulations*.
9. Matters relating to the interpretation of the *Academic Monitoring and Progression Policy* and related procedures are to be referred to the Pro Vice Chancellor Education, or delegate, in the first instance for a determination.
10. Students have the right to appeal decisions made under the provisions of this policy in accordance with the *Student Appeals Policy*.

### **Supporting Procedures:**

The Pro Vice Chancellor Education is authorised to approve the supporting procedures.

### **Supporting Guidelines:**

The Pro Vice Chancellor Education is authorised to approve the supporting guidelines.

**Supporting Standards:**

There are no supporting standards.

**Performance Indicators:**

1. Development of capability to generate, identify and extract enrolment data at Course, component and Unit level.
2. Development of capability to identify and monitor progress towards Course completion.

**Definitions:**

**The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.**

"Academic Progress / Academic Progression"

"Academic Monitoring"

"Academic Standing"

"Cause for Concern"

"Deferred Assessment"

"Graduate Coursework Course"

"Poor Performance"

"Supplementary Assessment"

"Satisfactory Academic Progress"

"Unsatisfactory Academic Progress"

**Related Documents:**

[Academic Monitoring and Progression Procedure](#)

[Academic Progression Mandatory Interview Guideline](#)

[Academic Progression Mandatory Interview Procedure](#)

[Coursework Regulations: Effective from 1 January 2018](#)

[Curriculum Policy](#)

[Enrolments Policy](#)

[Graduate Research Degrees Regulations](#)

[Honours Policy](#)

[Student Appeals Policy](#)

**References:**

There are no references.

**Approval and Implementation:**

<b>Approval Authority:</b>	Academic Council
<b>Responsible Officer(s):</b>	Secretary to Academic Council

**Revision History:**

<b>Version</b>	<b>Date Approved</b>	<b>Effective Date (if later than 'Date Approved')</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Administrative Amendment	11/08/2020			
Approved by AC	17/04/2019			AC/33/2019(ii)
Approved by AC	12/03/2019		12/03/2022	AC/16/2019(ii)
Approved	05/12/2017	01/01/2018	05/12/2020	AC/155/2017(ii)