

Academic Monitoring and Progression Procedure

Policy Supported:	<i>Academic Monitoring and Progression Policy</i>		
Regulations Supported:	<i>Coursework Regulations</i>		
Audience:	Staff, Students		
Related Procedures:	<i>Academic Progression Mandatory Interview Procedure</i>		
Supporting Documents:	<i>Academic Progression Mandatory Interview Guideline</i>		
Contact Officer:	Secretary to Academic Council	Phone:	See Campus Directory

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This procedure is established under the *Coursework Regulations* and *Academic Monitoring and Progression Policy*.

Preamble:

Murdoch University supports its students to successfully progress through their courses and graduate in their chosen field. For that reason, the University monitors its students for steady progress towards their goal and seeks to intervene early to provide a student who may require additional assistance with support to become successful. Murdoch University addresses this commitment to its students through this *Academic Monitoring and Progression Procedure*.

Scope:

This procedure applies to all students enrolled in a Coursework Award Course of the University unless Academic Council has approved otherwise.

Additional Progress Rules established under the *Academic Monitoring and Progression Policy* are not covered by these procedures. Colleges are responsible for managing these and are advised to seek the advice of Business Application Services as to the feasibility of applying these additional rules.

Objectives:

1. To ensure students maintain satisfactory progress towards successful completion of their course and any major(s).
2. To provide a framework for intervention and support for students at risk of not achieving satisfactory academic progress.
3. To provide a process that ensures that staff are consistent in dealing with students where there is Cause for Concern or Poor Performance, and for determining the consequences of Unsatisfactory Academic Progress.

Implementation Steps:

1. PROCEDURE

- 1.1. Following submission of results and academic progression review, the Student Management System will generate reports identifying students with Cause for Concern, Poor Performance, or Unsatisfactory Academic Progress in accordance with the *Academic Monitoring and Progression Policy*.

These reports provided to Boards of Studies for action and College Academic Committee for noting, as outlined in these procedures, by the relevant Academic Chair with the assistance of College Support Officers.

Academic Chairs have the power to delegate their responsibilities under these procedures to:

- 1.1.1. Student Advisors and other appropriate professional staff for students where Cause for Concern or Poor Performance have been identified.
 - 1.1.2. Appropriate academic staff where Unsatisfactory Academic Progress has been identified.
- 1.2. Implementing the outcomes of an academic progression review will involve prompt and in some cases pre-emptive advice. Students who have been identified as a Cause for Concern, or as making Poor Performance or Unsatisfactory Academic Progress will be contacted as soon as practicable after Boards of Examiners have confirmed results, with a view to finalising academic progression outcomes within four weeks of students being initially notified, and no later than the census date of the following semester or trimester.

Communication will be sent to students via email. Interviews may be conducted in person, via Skype or similar system, or by phone.

Records associated with academic progression outcomes will be sent to Student Records to be recorded in the Student Management System.

- 1.3. The following special circumstances are recognised:

- 1.3.1. Students enrolled in trimester-based courses may have already commenced studying for the following trimester before the Board of Examiners has finalised results from the previous trimester and therefore before they can be advised of academic progression outcomes. Nonetheless, timely advice and/or intervention may support student success in the current trimester (particularly where a pre-requisite unit has been failed).
 - 1.3.2. Students who are awarded a supplementary assessment, or whose results are subject to appeal or otherwise not finalised, will also be contacted and interviewed during this period, however any outcomes that impact on a student's enrolment (e.g. withdrawal from unit/s, suspension or exclusion) will not be implemented until after results are finalised.

In both cases the student may enter a grace period and have their academic progression reassessed in the next period of review.

- 1.4. The stages of academic progression monitoring, responsibilities and outcomes are outlined below.

2. OVERVIEW OF STAGES OF CONSEQUENCE

2.1. Student is identified as a Cause for Concern

- (a) An email is sent from the Student Management System to the student advising them of the University's concern and informing them of the various support services they may access. The student is encouraged to

make an appointment with the Academic Chair or designated member of staff to reflect on their performance and identify strategies that will improve outcomes (e.g. change study habits, exam strategies, alternate study options and other possible remedies).

- (b) An interview is not compulsory, but if it occurs an Academic Performance Plan (APP) may be created, agreed by both the staff member and student, and lodged on the student's record. A form for the "Record of Academic Progression Interview and Academic Performance Plan" is attached to the *Academic Progression Mandatory Interview Procedure*.

2.2. Student demonstrates Poor Performance

- (a) An email is sent from the Student Management System to the student advising them of their poor performance and is followed up with contact from a Student Advisor or other professional staff member inviting them to attend an interview with the Academic Chair or designated member of staff to discuss their performance and identify strategies that will improve outcomes. An Academic Performance Plan is desirable.
- (b) Students are not penalised for non-attendance at the interview but if they continue to demonstrate poor performance they will be contacted again.

2.3. Student makes Unsatisfactory Academic Progress

- (a) An email is sent from the Student Management System to the student requiring them to attend an interview with the Academic Chair or designated academic member of staff to discuss the circumstances that led to this outcome and the strategies that must now be implemented.

The process for arranging, conducting and reporting on the interview and its outcomes is set out in the *Academic Progression Mandatory Interview Procedure* and its attached *Academic Progression Mandatory Interview Guideline* for Academic Chairs.

- (b) The potential outcomes of a mandatory interview are as follows:
 - (i) The Academic Chair determines that the circumstances warrant the student a further attempt at achieving Satisfactory Academic Progress, and an Academic Performance Plan (APP) is put in place. The student is able to continue studying in their current course or major.
 - (ii) The Academic Chair determines that there are no extenuating circumstances to explain the absence of improvement from one academic period to the next. The student will be suspended from their course or major for a period equivalent to one semester or trimester as appropriate to the course or major in which the student is enrolled. The Academic Chair will discuss the student's options, including the possibility of transfer to another course or major. The student may continue to study units other than core units or specified electives in their course or major while the suspension is in place.
 - (iii) If the student is a student visa holder, the Academic Chair may consult with a Murdoch international case manager at any time in the process and the "Record of Academic Performance Interview" will be available for action in accordance with the *ESOS Act*.
- (c) If a student's results are not finalised or are subject to appeal at the time of the interview, the outcome of the interview (APP or suspension from the course or major) is not implemented until after results are finalised. The student may enter a grace period if the student has started studying

in the next trimester or semester before the results are finalized. Their progression status will be reassessed in the next progression review period.

- (d) If the student does not attend a mandatory interview, they are suspended from their course or major for the equivalent of one semester or trimester as appropriate to the course or major in which the student is enrolled.
- (e) A Student may appeal to the Student Appeals Committee in accordance with the *Student Appeals Policy*.

2.4. Continued Unsatisfactory Academic Progress in the course or major

- (a) A student who, after being given an opportunity to continue studying in their course or major under clause 2.3(b)(i), makes Unsatisfactory Academic Progress for a third consecutive period of review, will be suspended from their course or major for the equivalent of one semester or trimester as appropriate to the course in which the student is enrolled.
- (b) A student whose Unsatisfactory Academic Progress continues in the period of review in which they return after a period of suspension from their course or major, will be excluded from their course or major.
- (c) Excluded students are invited to attend an interview to discuss transfer to an alternative course or major.

2.5. Continued Unsatisfactory Academic Progress while suspended or after transfer to a new course or major

- (a) A student whose Unsatisfactory Academic Progress continues while they are suspended from their course or major, or following transfer to a new course or major, will be suspended from the University for the equivalent of one semester or trimester as appropriate to the course in which the student is enrolled.
- (b) A student whose Unsatisfactory Academic Progress continues in the period of review in which they return to their course or major after a period of suspension from the University, or who is excluded from two courses or majors, is excluded from the University.

3. SUSPENSION AND EXCLUSION

When a student is suspended or excluded:

- 3.1. A communication is sent to the student by Student Records explaining the relevant constraints on their enrolment or re-enrolment and their rights under clause 3.2.
- 3.2. They may appeal in accordance with the *Student Appeals Policy*.
- 3.3. The Student Management System will be blocked for self enrolment for students who have been suspended for the equivalent of one semester or trimester as appropriate to the course in which the student is enrolled from their course or major.

4. GRACE PERIOD

- 4.1. An Academic Chair may grant a grace period to a student facing a suspension or exclusion if they deem that the student has made a significant change to their circumstances that is likely to result in them being successful if permitted to continue to study. Such circumstances may include, but are not limited to significantly reducing hours spent on non-study related activity e.g. paid employment, significantly increasing access to support e.g. by moving residence, or significantly reducing study load.
- 4.2. Enrolment conditions may be applied during the grace period. If the student does not make satisfactory academic progress during the grace period then the

student is progressed to the next stage of consequence for poor academic progress (see clause 2) e.g. if a student is granted a grace period when they are facing suspension from their course and then fails to make satisfactory academic progress during the grace period that student is as a consequence excluded from their course.

Performance Indicators:

There are no performance indicators.

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.

There are no key terms.

Related Documents:

[Academic Monitoring and Progression Policy](#)

[Academic Progression Mandatory Interview Procedure](#)

[Academic Progression Mandatory Interview Guideline](#)

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

[Student Appeals Policy](#)

References:

There are no references.

Approval and Implementation:

Approval Authority:	Academic Council
Responsible Officer(s):	Secretary to Academic Council Academic Policy Coordinators Academic Chairs Student Records Office

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Administrative amendments	08/03/2019			
Approved	24/01/2018		05/12/2020	AC/11/2018(i)
Rescinded LTC/50/2012(ii) AC/167/2012(ii)	24/01/2018			AC/11/2018(ii)

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Noted by AC	07/11/2012	01/01/2013		AC/167/2012(ii)
Approved by LTC	01/11/2012	Implementation from 01/01/2013. Will not apply to the Semester 2, 2012 and Trimester 3, 2012 progression period.	01/11/2015	LTC/50/2012(ii)