



<b>Document: Student Progression, Exclusion and Graduation Policy and Procedure</b>		
<b>Approved by:</b> Academic Board	<b>Version:</b> 1.4	<b>Date:</b> 21.9.2015

## 1. Overview

Wentworth Institute ("WIN") has designed this policy to detail the rules for meeting course completion requirements, to define the grounds for exclusion related to lack of satisfactory progress, and to detail confirmation of student course completion and eligibility to graduate.

WIN also requires that the academic progress of each student is monitored so that students who are determined to be 'at risk' can be provided with advice and support to ensure successful course completion whenever possible.

## 2. Maximum candidature

Students must meet the requirements of a course within a prescribed number of years from the date of first enrolment. The rationale for placing a timeframe on course completion is to ensure that the qualification awarded reflects currency of knowledge and skill.

### 2.1 Years to complete

The number of years allowed to complete the requirements of a course is listed in the table below. The time elapsed will be calculated from the date that the student commenced their first semester of study.

Course	Full time		Part time	
	Min	Max	Min	Max
Bachelor of Interactive Media	3 yrs	8 yrs	6 yrs	8 yrs

### 2.2 Applications for an extension of time

Students who fail to complete within the prescribed period and who can reasonably be expected to meet the course requirements within two additional semesters of study may apply for an extension of time. Each application will be considered on its merits and with reference to the student's academic performance to date.

Applications for an extension of time to complete the course must be made in writing to the Course Coordinator/Dean at least one semester prior to the expiry of the student's prescribed period of maximum candidature. The application must include reasons for the student's inability to complete the qualification in the prescribed time period. The Course Coordinator/Dean will provide a written response to the student within twenty working days outlining their decision and informing the student of their right to appeal the decision.

### 2.3 Students who fail to complete within the time limit

Students who fail to complete course requirements within the specified time limit (including any extension of time granted) will have their enrolment terminated and a statement noting that the maximum period of candidature has been exceeded will appear on the final academic transcript issued to the student. The student will be advised in writing of the decision to terminate their enrolment and will also be

advised that they have twenty working days from receiving notification of the decision to terminate their enrolment to appeal the decision.

### **3. Requirement to attain minimum academic standards**

Students are required to attain the following minimum academic standards in order to be deemed to be maintaining satisfactory academic progress in a course:

- No more than one failure in a particular subject of study; and
- Not fail more than 50% of the subjects attempted in a semester.

The Head Lecturer will monitor the academic performance of each student against the minimum academic standards at the end of each semester. Where a student has failed to meet the minimum academic standards, the Head Lecturer will deem that student as being 'at risk' and provide a written report to the Course Coordinator/Dean.

#### **3.1 Students deemed 'at risk'**

The Course Coordinator/Dean will contact each student who is deemed to be 'at risk' and arrange an appointment for an academic counselling session. The student will also be advised of the possibility that conditions may be placed on their enrolment.

During the academic counselling session the Course Coordinator/Dean and student will determine what additional support will be provided to the student and an intervention strategy will be put in place. This may include, but is not limited to, the student:

- attending academic skills programmes;
- attending tutorial or study groups;
- receiving individual case management;
- attending counselling;
- receiving assistance with personal issues which are influencing progress;
- receiving mentoring; or
- a combination of the above and a reduction in course load.

A record of the academic counselling session will be signed by the Course Coordinator/Dean for the student and this will be placed on the student's file.

#### **3.2 Students who continue to fail to meet minimum academic standards**

If a student continues to fail to meet minimum academic standards after an intervention strategy has been put in place, the Course Coordinator/Dean will request that the student provide a written statement within twenty working days outlining reasons why they should be permitted to continue their enrolment in the course.

A student who does not submit a written statement by the due date shall have their enrolment terminated.

The Course Coordinator/Dean shall consider the written statement and may:

- terminate the student's enrolment; or
- permit the student to continue with or without specific conditions.

The Course Coordinator/Dean will provide a written statement to the student within twenty working days outlining their decision and informing the student of their right to appeal the decision.

A student who is permitted to continue their enrolment in the course, but with conditions imposed, who again fails to attain the minimum academic standards or breaches the conditions imposed, will have their enrolment terminated due to unsatisfactory academic progress.

### **3.3 Consequences of termination of enrolment**

Students whose enrolment is terminated due to unsatisfactory academic progress or exceeding the maximum period of candidature and who wish to undertake further study will need to apply to WIN for re-admission in line with the *Student Selection and Admissions Policy and Procedure*.

## **4. Failing a prerequisite subject of study**

Normal course progression rules require that a student who has not passed a prerequisite for entry to a particular subject of study cannot be enrolled in that subject. However, where a student believes that this rule may adversely affect their course progress, the student may seek a review of this rule by writing to the Dean. The Dean will assess the student's academic record and, if the Dean believes the student has a fair chance of success, they may allow the student to repeat the prerequisite subject concurrently with the subject for which it is a prerequisite.

## **5. International students**

As part of their visa conditions international students are required to maintain a full-time study load at all times during their course. The one exception to this requirement is when an international student has less than a full-time load in their final semester of study (usually due to failure in more or more subjects during the course). International students are expected to complete their course in the standard number of years for a student undertaking a full-time load (the registered course duration). This time period is noted on the student's eCoE and study visa.

The Head Lecturers will monitor the international student's academic progress at the end of each semester to determine if the student has met the minimum academic standards and will be able to complete their studies within the registered course duration. Where necessary an intervention strategy will be put in place (as described above). The course duration may be extended where an intervention strategy has been implemented.

If after an intervention strategy has been put in place, an international student fails to meet the minimum academic standards in a second consecutive semester, the Course Coordinator/Dean, on advice from the Head Lecturer, will inform the student in writing of the intention to report the student for not achieving satisfactory academic progress. The student will also be advised that they have a right to appeal the decision within twenty working days. During the period for lodging an appeal and, if the student lodges an appeal, during the period the appeal is being considered, the student has a right to continue their studies in the course.

After all grievance and appeals processes are finalised, or if the student has chosen not to access the appeals process within twenty working days, the student's enrolment will be formally terminated and WIN will report the student to Department Of Education And Training via PRISMS for the visa condition breach.

## **6. Appeals**

A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Dean within twenty working days of the student receiving written notification of the decision. The Dean will normally respond in writing to the

appeal within twenty working days and may confirm or vary the decision. All decisions of the Dean in relation to appeals will be reviewed by the Teaching and Learning Committee.

If a student remains dissatisfied with the outcome of their appeal they may utilise WIN's grievance handling procedures.

## **7. Graduation**

The Course Coordinator/Dean will monitor student progress and verify that a student has satisfactorily completed all course requirements before recommending to the Teaching and Learning Committee that a student be awarded a qualification. The Teaching and Learning Committee will compile a list of students who are eligible to graduate and table the list at an Academic Board meeting. Upon advice from the Academic Board, the Board of Directors, which is authorised to confer awards, will approve the issuing of the testamurs.

Students who have an outstanding debt to WIN shall not be permitted to graduate until such debts have been paid.

Students will be advised in writing of their eligibility to graduate. Students will be given an opportunity to nominate whether they will attend a graduation ceremony or graduate in absentia.