STUDENT PROGRESSION, EXCLUSION AND GRADUATION POLICY AND PROCEDURE

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

Taylors College 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.

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.

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 unit of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Years</th>
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<tbody>
<tr>
<td>Diploma</td>
<td>3</td>
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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 terms 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. Extension can only be granted on the basis of:

- Compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes or where Taylors College was unable to offer a pre-requisite unit; or
- An intervention strategy has been implemented for the student who is at risk of not meeting satisfactory course progress; or
- Deferment or suspension of study due to compassionate or compelling circumstances or student misbehaviour.

Applications for an extension of time to complete the course must be made in writing to the Course Coordinator as soon as the student becomes aware that they are unable to complete the course within the required timeframe. Ideally, this is at least one term 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 will provide a written response to the student within 20 working days outlining their decision and informing the student of their right to appeal the decision.

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 20 working days from receiving notification of the decision to terminate their enrolment to appeal the decision.

**Requirement to attain minimum academic standards**

Students are required to attain minimum academic standards. Students do not meet minimum academic standards in a course if they:

- fail a particular unit of study more than once; or
- fail 50% or more of the units of study attempted in a term.

The Course Coordinator monitors the academic performance of students against the minimum academic standards at the end of each term.

**Students deemed “at risk”**

Students who do not meet the minimum academic standards will be deemed to be “at risk”. The Course Coordinator will provide academic counselling to all students who are deemed to be “at risk” and also advise the student of the possibility that conditions may be placed on their enrolment.

During the academic counselling session the counsellor and the student will determine what additional support will be provided to the student. This may include, but is not limited to, the student:

- attending academic skills programmes;
- attending tutorial or study groups;
- attending at least 80% of scheduled classes in specified units of study;
- 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 and any additional support to be provided will be signed by the counsellor and the student and placed on the student’s file.

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

If a student continues to fail to meet minimum academic standards after additional support has been provided the Course Coordinator will request that the student provide a written statement within 20 working days outlining reasons why they should be permitted to continue their enrolment in the course.

The Course Coordinator shall consider the written statement and may:

- terminate the student’s enrolment; or
- permit the student to continue without conditions; or
- permit the student to continue the course with specific conditions.
The Course Coordinator will provide a written statement to the student within 20 working days outlining their decision and informing the student of their right to appeal the decision.

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

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.

**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 the Institution for admission in line with the *Student Selection and Admissions Policy and Procedure*. A student whose enrolment is terminated due to unsatisfactory academic progress will not be permitted to apply for admission to a course until at least one term of study has elapsed since the termination of their enrolment.

**Failing a prerequisite unit of study**

Course progression rules require that a student who has, in a previous term, failed (and not subsequently passed) the prerequisite for entry to a unit of study cannot be enrolled in that unit of study. However, where a student believes that this rule may adversely affect their course progress they may seek a review of this rule by writing to the Course Coordinator. The Course Coordinator will assess the student’s academic record and, if they believe the student has a fair chance of success, they may allow the student to repeat the prerequisite unit of study concurrently with the unit of study for which it is a prerequisite.

**International Students**

International students are expected to complete their course in the standard number of terms for a student undertaking a full-time load (the registered course duration).

The relevant Course Coordinator will monitor international students’ progress at the end of each term to determine if satisfactory progress is being achieved. Where appropriate, an intervention strategy will be put in place to assist the student to complete their course in the registered course duration. A course may be extended where an intervention strategy has been implemented.

Where the Course Coordinator has assessed an international student as not achieving satisfactory course progress as detailed in this policy, they will notify the student in writing of their intention to report them to DEEWR/DIAC through PRISMS. The written notice will advise the student that they are able to appeal the decision under the provisions of this policy and that the student has 20 working days in which to do so.

If the student chooses not to appeal or the student’s appeal is unsuccessful, the provider will notify DEEWR/DIAC through PRISMS as soon as possible of the student not achieving satisfactory course progress. An international student will not be reported until the grievance process has been exhausted.
**Appeals**
A student may appeal against a decision made under this policy. Appeals must be made as prescribed in the appeals process outlined in the *Student Complaints and Appeals Policy and Procedure*.

**Graduation**
The Course Coordinator will monitor student progression 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 prepare a list of graduands for approval by the Academic Advisory Board.

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

Students will be advised in writing of their eligibility to graduate. The student will nominate whether they will attend a graduation ceremony or graduate in absentia by signing and returning the appropriate form.

**Version Control**

| Document: Student Progression, Exclusion and Graduation Policy and Procedure |
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| Version 1: | Replaces version dated: first edition | Next review date: |