
Academic Progression Policy – Higher Education

Policy Code: ACA-015 **Version:** 14.0 **Effective Date:** 27 July 2017

Purpose:

This policy outlines the basic principles governing student progression through an enrolled course at the College.

Definition of “College” – *In the higher education sector, ACPE Limited trades as The Australian College of Physical Education (ACPE); Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour) and Wellnation; Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective entities or trading names.*

Scope:

- All campuses including online
- All accredited courses
- All domestic students – higher education
- Student Services teams
- All Academic staff

Policy Statement:

Student Progression

In order to undertake a course, a student must correctly enrol in that course. The student’s progression through to graduation will then be dependent upon the student re-enrolling in the correct sequence of subjects and successful completion of all relevant subjects as listed in the course structure.

Because most courses have defined underpinning knowledge, it is important that subjects be taken in the correct sequence per year and that the student enrolls into the subjects nominated in the course structures per study period. As a general rule, students are expected to complete all subjects in the current year before proceeding to enrol in the next

year of study, although subjects where a student has failed may be carried over.

Part time students (see [Definitions](#)) are responsible for maintaining appropriate progression throughout the course to ensure they complete their course within the maximum length of enrolment specified in this policy. This may require them to enrol in final subjects from one year concurrent with subjects from the next year to aid in their progression if appropriate pre-requisites are met. Part time students should consult with the relevant Head of Department / Program Leader if course timetabling is limiting their progression.

Full time study at the College is defined as 75 – 100% study load. Students will not be permitted to study more than 100% of the study load allocated to a semester of study at their College of choice (ie. ACPE is 24 credit points, Endeavour is 16 credit points, Martin HE is 40 credit points) to ensure the best chance of student success in study.

At times it may be necessary for the College to set rules for courses that fall outside of the standard course progression requirements outlined in this policy. In those instances, the rules will be documented and advised to all relevant students. For instance, a course that is available for full-time enrolment only will require students to enrol in 100% of a full-time load (excepting if they have received advanced standing) or they will be identified as 'at risk'. Similarly, if the College decides to discontinue a course, students must adhere to the documented teach-out or transition plan or they will be identified as 'at risk' and may be excluded from the course.

In order to maintain appropriate student progression in all higher education courses, students will not be permitted to enrol in more than one (1) single higher education course at the College at any one time – no concurrent enrolment in higher education courses at the College will be permitted.

Students will not be able to enrol in clinical practicum subjects without a current First Aid certificate. In addition, a Working with Children (WWC) Check or its equivalent (ie. Police Check) may be required by the College. Refer to the [Working with Children Checks Policy – Higher Education](#) to identify when the WWC Check is required and timeframes for submission to the College. It is the student's responsibility to maintain currency of their WWC Check for the duration of their studies.

Some course requirements may be considered satisfied by application for advanced standing. Advanced standing may be assessed on formal, non-formal and/or informal learning in accordance with the [Educational Pathways Policy - Higher Education](#).

Maximum Length of Enrolment

To be eligible for an award, a student must successfully complete all specified requirements for the course they are enrolled in within a maximum number of calendar years, set as follows:

- 4 year qualification; award provided up to 10 years from initial enrolment
- 3.5 year qualification; award provided up to 9 years from initial enrolment
- 3 year qualification; award provided up to 7.5 years from initial enrolment
- 2 year qualification; award provided up to 5 years from initial enrolment
- 1 year qualification; award provided up to 2.5 years from initial enrolment

Please note that Course Structures may change during this time and students will need to transition into the revised course structure without disadvantage (see [Definitions](#)).

Transition of courses will not, in general, alter the maximum amount of time that the student has to complete the course from the time of initial enrolment. However, in instances where a course has been discontinued, if a student wishes to complete their qualification, the maximum amount of time may be shortened and the student will be provided with a teach-out plan.

A student's inability to complete a course within the required time is an indicator that the student needs to review circumstances which may be mitigating against adequate performance.

If a student fails a subject, they will be automatically ineligible for advanced standing for that same subject via Educational Pathways until such time that the student can provide appropriate evidence that they have gained the required knowledge and skills to justify subsequent advanced standing.

If a student fails at the end of a teaching period, they must repeat the subject within the next Semester, within the next two Trimesters, or within the next two online intakes. This means that students enrol in one fewer "new" subjects in order to "carry over" the subject they need to repeat from the previous teaching period. This is to ensure a proper sequence of subjects and pre-requisites. Sometimes subjects are not always available in all teaching periods or their scheduling is difficult for part time students. If this is the case, the student must take the repeated subjects as soon as possible (in the very next teaching period that the subject is offered). This must be arranged via consultation with the relevant Head of Department / Program Leader.

At the end of an academic year, a student who has poor academic performance with failure

to progress in their subjects of study may be excluded from further study or restricted in the amount of study they can undertake.

A student excluded from study under this clause has the right of appeal as per the [Grievance Policy – Domestic Students - Higher Education](#).

Failure of Academic Progression

Poor Performance

Poor performance is defined as failure to pass 50% or more of enrolled subjects within one teaching period. If a student has been placed on a teach-out plan and fails to meet the progression requirements of that plan this is also considered poor performance.

Any student falling within the above categories may be “at risk” of non-progression and non-completion, although there are other conditions which determine the “at risk” status. Please refer to the refer to [Students at Risk \(Academic Standing\) Policy – Higher Education](#) for Endeavour and Martin HE, and [Academic Board Rules for Awards by Coursework](#), page 9 for ACPE.

If a student demonstrates poor performance, the student may be excluded from study at the College for a maximum period of twelve (12) months.

Note for ACPE students, this exclusion rule replaces Sections 8.2 – 8.7 of the [Academic Board Rules for Awards by Coursework](#).

Multiple Failures of Subjects

Multiple failure of a subject is defined as failing the same subject, or equivalent subject, on three (3) separate occasions.

Any student who fails the same subject or subject deemed equivalent by the College twice (2) may be “at risk” of non-progression and non-completion, although there are other conditions which determine the “at risk” status. Please refer to the [Students at Risk \(Academic Standing\) Policy – Higher Education](#) for Endeavour and Martin HE, and [Academic Board Rules for Awards by Coursework](#), section 8.1 for ACPE.

If failure of a single subject does occur on three (3) separate occasions the student may be excluded from study at the College for a maximum period of twelve (12) months.

Note for ACPE students, this exclusion rule replaces Sections 8.2 – 8.7 of the [Academic Board Rules for Awards by Coursework](#).

Probational Enrolment

The College may offer to place students on probational enrolment in place of exclusion. This will occur on an annual basis, usually in December / January and may occur bi-annually in July if deemed necessary by the Director of Education. If offered, the student must:

- accept probational enrolment for a period of up to a maximum of twelve (12) months
- enrol for a reduced study load during the period of probational enrolment
- consult with Student Services and if required the relevant department head for assistance with study planning.

A student who passes less than 50% of the subjects attempted in the period of probational enrolment may be excluded from study at the College for a period of up to twelve (12) months. The student has the right of appeal as per the [Grievance Policy – Domestic Students - Higher Education](#).

A student placed on probational enrolment has the right of appeal as per the [Grievance Policy – Domestic Students - Higher Education](#).

International Students - Intervention Strategies

International students are subject to a number of different Visa requirements and an intervention strategy may be required to assist with progression. International Students should refer to the [Course Duration and Progress Policy – International](#) for more information.

Support Strategies for Enabling Student Progression

The Student Services Team

The Student Services Team is able to provide advice and direction to students in relation to their academic progress. If a student is showing signs of not coping, absenteeism, continually arriving late or leaving early then the lecturer may refer them to Student Services who can provide advice and direction about accessing a professional counselling service, including the College's Student Assistance Program (SAP), or appropriate staff.

International Students

International students are entitled to the same services and support as domestic students. In addition, they are invited to a separate international students' orientation to enable links to be formed with other students from similar backgrounds.

Study Skills

The College offers free online enabling modules to help support student learning in first

year, although students from subsequent years may also access these modules. In addition, students have access to academic consultation in line with the [Student Consultation Policy – Higher Education](#).

Referral for Tutoring Assistance

Some students who experience difficulty with study and/or who identify as having a learning difficulty may require additional assistance to successfully complete their subject/s. In such circumstances the lecturer will provide whatever assistance is reasonable and equitable. If further in-depth assistance is required the student is referred to Student Services, from whom a list of tutors registered to provide such tutoring services can be obtained (these services will usually attract an additional fee, to be paid by the student). It is the student's responsibility to contact a tutor and negotiate a commercial rate etc for tutoring. Lecturers should not provide private tutoring to students in their current class/es.

In some subjects (e.g. certain science-based subjects), free tutoring support classes are held on a regular basis.

Referral for Counselling Services

Some students who experience difficulty with study and/or who identify as having difficulty may require counselling support to successfully complete their subject/s. In such circumstances, the lecturer will provide whatever assistance is reasonable and equitable. If further support is required, the student is referred to Student Services.

The College has partnered with Access Programs to provide students with a voluntary and confidential counselling service, known as the Student Assistance Program (SAP). The Student Assistance Program can assist when personal, family or related issues are impacting on students' wellbeing or quality of life. Through access to qualified counsellors, students have the opportunity to identify problems and find ways of resolving them. This service is free of charge to students for up to three (3) sessions.

If personal counselling is required, the student can be referred to the SAP or relevant agency.

Language Literacy and Numeracy

Students who self-identify as having language, literacy or numeracy difficulties or who are identified by a staff member as having language, literacy or numeracy difficulties should refer to the [English Proficiency Policy – Higher Education](#). In some instances, these students may be identified as “at risk” and the College will provide appropriate assistance and advice in accordance with the [English Proficiency Policy – Higher Education](#) and the

[Students at Risk \(Academic Standing\) Policy – Higher Education.](#)

Students may be referred to external services for assistance in this area and in this case may be liable to pay additional fees if they take advantage of those services.

Right of Appeal

A student excluded from study under this policy has the right of appeal as per the [Grievance Policy – Domestic Students - Higher Education.](#)

Related Procedures:

Not Applicable

Definitions:

Disadvantage to a (transitioning) student means requiring the student to retake or be reassessed in an aspect of the course that the student has already studied and passed and/or being charged for this. If course curriculum has had additional subjects/topics added to it as a result of accreditation and in response to professional best practice guidelines then the student is required to undertake these additional subjects/topics and will be subsequently charged for them. This ensures that the student graduates with the best current educational and professional practice outcomes, allowing for registration with professional bodies and maximising career success.

Part time student is a student whose regular pattern of attendance is less than the full time equivalent (FTE) study load; i.e. an FTE of less than 1. In order to ensure course progression, the FTE of a part time student must be a minimum of .5 for subjects attributed to a given semester of study (thus allowing for online study intakes).

Student/Learner is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Further Information:

Related Policies:	Academic Board Rules for Awards by Coursework (ACPE) Course Duration and Progress Policy - International Educational Pathways Policy – Higher Education English Proficiency Policy – Higher Education Grievance Policy – Domestic Students - Higher Education Student Consultation Policy – Higher Education Students at Risk Policy (Academic Standing) Policy – Higher Education (Endeavour, Martin HE) Working with Children Checks Policy – Higher Education
Benchmarking:	ACPE, Endeavour previous policies
Supporting Research and Analysis:	Not Applicable
Related Documents:	Not Applicable
Related Legislation:	Not Applicable
Guidelines:	Not Applicable

Policy Author:	National HE Compliance Manager
Policy Owner:	Directors of Education
Contact:	Directors of Education
Approval Bodies:	ACPE – Academic Board Meeting date: 02-Mar-17 Endeavour - College Council Meeting date: 17-Feb-17 Martin HE – Academic Board (East) Meeting date: 14-Feb-17
Policy Status:	Harmonised
Responsibilities for Implementation:	Director, Student Services & Retention Directors of Education
Key Stakeholders:	Directors of Education Director, Student Services & Retention Heads of Department Program Leaders Quality and Compliance Team Student Services team Examiners' / Assessment Committees
Date for next review:	January 2019