

Replaces, please remove, Section 5.9 issued 08/07

## 5.9 ACADEMIC STANDING, PROGRESSION AND EXCLUSION

### POLICY

1. Following the release of official examination results for semester 1 and semester 2, Deans, or their nominees, will review the progress of each student and describe students' program status as being either of 'satisfactory academic standing', 'conditional' or 'excluded'.
2. The Dean, or their nominee, having due regard for information concerning each particular student's situation, may choose whether or not to proceed with the exclusion of that student from a program or programs offered by that Faculty.<sup>1</sup>
3. The Deputy Vice-Chancellor (Scholarship) may choose to exclude from all programs of the University those students who have been excluded from two or more programs of the University.
4. Initial exclusion from a program or programs shall normally be for a period of one year. Students excluded for a second time can be excluded for a period of up to three years. Any period of exclusion will count towards the length of time taken by the students to complete the program or programs from which they have been excluded.

### REGULATIONS

#### 1 Satisfactory Academic Standing

- 1.1 In order to have satisfactory academic standing, undergraduate domestic students must maintain a Grade Point Average (GPA) of not less than 3.00, and postgraduate students must maintain a GPA of not less than 3.50. Students enrolled in ungraded courses must maintain satisfactory academic standing in their programs as determined by their Faculty. Students with satisfactory academic standing in a program will be allowed to continue their study in that program.
- 1.2 A student must have a status of satisfactory academic standing in a program in order to be eligible to graduate from that program.
- 1.3 The Dean, or their nominee, having due regard for information concerning each particular student's situation, may choose to allow a student who does not have satisfactory academic standing to graduate from a program of that Faculty.
- 1.4 Under Department of Education, Employment and Workplace Relations (DEEWR) regulations, international students studying in Australia under an Australian student visa who fail 50 percent or more of the courses in which they are enrolled in any semester, are deemed at risk of not meeting satisfactory progress requirements and to not have satisfactory academic standing.

#### 2 Conditional Academic Standing

- 2.1 An undergraduate domestic student who has a GPA of less than 3.00 and a postgraduate student who has a GPA of less than 3.50 will not have satisfactory academic standing and will be deemed to have a program status of conditional. International students studying in Australia under an Australian student visa who fail 50 percent or more of the courses in which they are enrolled in any semester will be deemed to be at risk of failing to meet program progress requirements and to have conditional academic standing. Students with conditional academic standing will be allowed to continue their study in that program under such conditions as may be determined by the Dean, or their nominee. These conditions shall be communicated to the student and will include an intervention strategy developed and agreed upon by the student and the Dean of the Faculty, or the Dean's nominee, offering the program to which the student is admitted.
- 2.2 The program status of conditional academic standing shall not normally be activated until a student has been given final grades for courses equivalent to three units.

#### 3 Academic Standing of Excluded

- 3.1 The Dean of a Faculty, or the Dean's nominee, will exclude a student from a program or programs offered by that Faculty, informing the student by means of a letter sent by registered post to the student's mailing address on the University's records, if the student:
  - 3.1.1 has previously had at least one period of conditional academic standing in their current academic program and has not subsequently regained and/or maintained a status of satisfactory academic standing within an appropriate timeframe as determined by the Dean, or their nominee;

<sup>1</sup> For policy and regulations relating to appeals against exclusion refer to Section 5.11 Appeals.

- 3.1.2 has failed to meet any special requirement imposed by the Dean, or their nominee, or the Appeals Committee for the Faculty as a condition of admission, readmission or continuation in a program.
- 3.2 The relevant Dean, or their nominee, may exclude from further Professional Development courses students who have a GPA of less than 3 with a 'Fail' grade in more than four courses over the previous two year period.
- 3.3 The Dean of a Faculty, or the Dean's nominee, will ask students to show cause why they should not be excluded from a program or programs offered by that Faculty if the students:
  - 3.3.1 are making unsatisfactory progress as defined by the Faculty regulations and would, at their current rate of progression, be unable to complete the program within the time permitted; or
  - 3.3.2 have failed a course a second time.
- 3.4 The show cause letter from the Dean, or their nominee, will be sent by registered post to the students' mailing address on the University's records. International students studying in Australia under an Australian student visa additionally will be warned that the University intends to report them to the Department of Education, Employment and Workplace Relations (DEEWR) as failing to make satisfactory program progress and of their right to appeal within twenty working days.
  - 3.4.1 Students will have twenty working days from the date of receipt of their show cause letter in which to respond to the Dean, or the Dean's nominee. Documentation provided by a student as a result of a request to show cause must show that there were factors outside the student's control which substantially contributed to the student's failure to meet the required academic standard to date, and that those factors would be unlikely to affect the student's performance in the future.
  - 3.4.2 Students who do not reply within twenty working days of receipt of their show cause letter, or whose show cause letter is returned to the University unclaimed, will be excluded and have no right to appeal this exclusion.
  - 3.4.3 Students will be advised in writing of the Dean's, or their nominee's, decision.
- 3.5 Except for exclusions under 3.4.2 above, students have the right to appeal the Dean's, or their nominee's, decision to exclude them. Appeals should be addressed to the Secretary of the Appeals Committee for the Faculty which will consider that response as in Section 5.11 Appeals.
- 3.6 Students who do not lodge an appeal within twenty working days of receipt of the letter issued under 3.4 containing the Dean's, or their nominee's, decision to exclude them will be excluded and will have no further right of appeal. International students studying in Australia under an Australian student visa who do not lodge an appeal within twenty working days, or who's appeal is not successful, will be reported to DEEWR as failing to meet program progress requirements.
- 3.7 Students who have been excluded from a program may apply to the Dean, or their nominee, for readmission to that program. Readmission is not automatic and applicants will need to demonstrate that the factors which contributed to their exclusion are unlikely to affect their future studies. Readmission would normally be granted only after the expiry of the exclusion period.
- 3.8 Students who have been excluded from a program may be graduated from a lesser award in accordance with Section 5.8 Award Eligibility and Graduation. Where such students then seek readmission to the program from which they were excluded, or to another program, they must do so in accordance with regulation 3.7 above.

#### **4 Exclusion from all Programs**

- 4.1 The Deputy Vice-Chancellor (Scholarship) may exclude a student from all programs if that student has been excluded from two or more programs.
- 4.2 Students whom the Deputy Vice-Chancellor (Scholarship) wishes to exclude from all programs will be requested by the Deputy Vice-Chancellor (Scholarship) to show cause why they should not be excluded. The letter will be sent by registered post to the students' mailing address on the University's records. Students will have twenty working days from the date of receipt of the letter in which to respond.
- 4.3 Students who do not reply within twenty working days, or whose letter is returned to the University unclaimed, will be excluded and will have no further right of appeal.
- 4.4 Students who have been excluded by the Deputy Vice-Chancellor (Scholarship) may apply to the Vice-Chancellor for readmission to a particular program of the University. Readmission is not automatic and applicants will need to demonstrate that the factors which contributed to their exclusion are unlikely to affect their future studies. Readmission would normally be granted only after the expiry of the exclusion period.