

Academic Progress

1.0 Purpose

2.0 Scope

3.0 Procedure

3.1 Academic progress during at teaching term | 3.2 Academic progress at the end of a teaching term | 3.3 Exclusion | 3.4 Review and appeal against exclusion | 3.5 Academic progress record | 3.6 Readmission following exclusion

4.0 Definitions

5.0 Information

6.0 Related policy documents and supporting documents

1.0 Purpose

This Procedure supports the *Enrolment Policy* and outlines the process to be used when reviewing a student's academic progress to ensure appropriate support is in place to assist students to succeed in their study. Its purpose is to ensure a consistent approach to the management of students' academic progress in accordance with the policy.

2.0 Scope

This Procedure applies to all students undertaking undergraduate studies or postgraduate coursework studies. It does not apply to students undertaking end-on Bachelor (Honours) degree programs, higher degree research (HDR) programs or non-award studies. The policy comes into effect once a student is enrolled in at least 20 credit points of study at undergraduate or postgraduate career level.

3.0 Procedure

To ensure students are successful in their studies, the University will monitor their academic progress and offer support when needed. Students are encouraged and expected to take responsibility for their learning and engage with the support and advice offered.

3.1 Academic progress during a teaching term

During a teaching term and from as early as Week 2, student engagement and achievement information will be monitored using the available analytics to determine whether students are making satisfactory progress in their current courses, and consequently their program. This assessment will be conducted within the Academic Group that hosts the student's program of enrolment and the relevant Dean (Learning & Teaching) is responsible for its conduct and consistency within the recommended approach. Identified students will be contacted by the relevant staff and supported to improve their progression, which may include referral to the most appropriate sources of assistance, such as:

- an appropriate **Student Support** service
- support provided by the academic staff responsible for the program and courses in which the student is enrolled
- an **International Student Advisory** (international students only).

3.2 Academic progress at the end of a teaching term

There are two (2) end of teaching term progress review periods per calendar year, one in June-July (Trimester 1) and one in November-January (Trimester 2), in which the academic progress of students will be systematically measured and reported on using a colour-coded status of Green, Yellow, Orange or Red, as outlined below. For Accelerated Online students this applies to the end of their

Teaching Periods 3 and 6, while for the Open Universities Australia (OUA) programs the official review periods capture Study Period 1/Study Session 1 and Study Period 3/Student Session 2. The process is coordinated centrally and occurs as soon as practicable after the grade publication deadline for the related teaching terms.

ACADEMIC PROGRESS STATUS		CRITERIA	ACTION/S
GREEN	Good academic progress	<ul style="list-style-type: none"> Student has passed more than 50% of the courses in which they are enrolled in the most recent teaching term and has a program GPA greater than 3.5. 	<ul style="list-style-type: none"> A progress status of Green will not be recorded in the Student System or displayed to students.
YELLOW	Low risk to good academic progress	<ul style="list-style-type: none"> Student has a program GPA greater than or equal to 3.5 but less than 4, and their term GPA for the most recent teaching term is less than or equal to 3.5; <u>OR</u> Student has failed 50% of their courses in the most recent teaching term and has a program GPA greater than or equal to 3.5. 	<ul style="list-style-type: none"> Notification to students encouraging that they seek relevant support and/or advice. A progress status of Yellow will be recorded in the Student System and myGriffith but will not be visible on the student's Official Academic Transcript.
ORANGE	Medium risk to good academic progress	<ul style="list-style-type: none"> Student has a program GPA of less than 3.5; <u>OR</u> Student has failed the same course two (2) times; <u>OR</u> Student has passed all courses in the most recent teaching term, but has a program GPA of less than 3.5 and one previous Orange status within the current program. 	<ul style="list-style-type: none"> Notification to students advising they are required to complete a Student Success Plan as well as seek relevant support and/or advice. Student's enrolment may be restricted to a maximum of 30 credit points in the next teaching term and/or to specified courses. Enrolment may be restricted further if academic progress does not improve. A progress status of Orange will be recorded in the Student System and myGriffith but not be visible on the student's Official Academic Transcript.
RED	Under consideration for exclusion	<ul style="list-style-type: none"> Student has failed a designated course; <u>OR</u> Student has failed the same course <u>three</u> (3) times; <u>OR</u> Student has not passed all courses in the most recent teaching term, has a program GPA of less than 3.5 and at least one previous Orange status within the <u>current</u> program. 	<ul style="list-style-type: none"> Temporary status applied while eligible students are considered by the Program Director for either exclusion or return to Orange status. A progress status of Red will temporarily be recorded in the Student System and myGriffith but not be visible on the student's Official Academic Transcript.

3.3 Exclusion

In each academic progress review period, students with a status of Red will be considered for either return to Orange status or exclusion. The Program Director and relevant Dean (Learning & Teaching) will have an opportunity to recognise exceptional or compassionate circumstances they believe to have been the cause of the student's poor academic progress. Based on those circumstances, as well as any existing Student Success Plans, the Program Director may recommend to the relevant Dean (Learning & Teaching) that a student with a Red status be placed on Orange instead of being excluded. The Dean (Learning & Teaching) in accepting this recommendation may impose restrictions on the number or type of courses in which the student is permitted to enrol in the next trimester/teaching period. These enrolment restrictions must be advised in writing to the student as well as be recorded accordingly.

A student who is excluded is not permitted to attend classes or undertake study:

- in the program from which they were excluded; or
- in any other program; or
- to take study on a non-award basis within the University, with the exception of English Language Intensive Courses for Overseas Students (ELICOS) offered by the Griffith English Language Institute (GELI).

A period of exclusion is effective for two (2) standard trimesters or nine (9) calendar months, whichever is longer. Trimester 3 does not count towards the serving of an exclusion period.

A student who progresses to exclusion may request to graduate from an alternative award. Eligibility to take an early exit with an alternative award is subject to the student meeting the degree requirements of the alternative award, along with any requirements as outlined under the *Graduations Procedure*.

In consultation with the relevant Dean (Learning & Teaching), the Program Director may also review students eligible for exclusion based on failing a designated course or the same course three (3) times outside of the main academic progress review periods.

3.4 Review and appeal against exclusion

A student who is excluded may apply for review of this decision as per the University's *Student Review and Appeals Policy* and *Student Review and Appeals Procedure*. If the student is dissatisfied with the outcome of the review, they may lodge an appeal by the date specified in the email notification of exclusion in order for the student to continue to study in the next trimester/teaching period.

3.5 Academic progress record

All academic progress statuses are recorded and retained on the Student System in perpetuity. Academic progress statuses (Yellow, Orange or Red) including:

- exclusion for failing a course three times
- exclusion for designated course failure
- exclusion for academic reasons

are recorded on a student's Unofficial Academic Transcript during their period of enrolment and retained for a period of five (5) years after the student has graduated or terminated their enrolment with the University.

3.6 Readmission following exclusion

Students who are excluded may apply for readmission to the program from which they were excluded or for admission into a new program as outlined in the *Admission Procedure*. An application may be

lodged before the exclusion period has elapsed to meet University or other closing dates, but the student shall not be able to recommence their studies until the period of exclusion has elapsed.

4.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

TERM	DEFINITION
COURSE	A course is a component of a qualification in which the student enrolls and on completion of which the student is awarded a grade (such grades appearing on a student's academic record). Learning outcomes, assessment tasks and achievement standards are specified for each course appropriate to a level and qualification type.
CREDIT POINT	Refers to the value of a course. This term is used to provide students with a guide to the amount of work a course may entail; indicate a student's enrolment load; define the requirements for an award of the University; quantify recognition of prior learning; and indicate the amount of work a student has successfully completed towards an award of the University.
DEAN (LEARNING & TEACHING)	The academic staff member, appointed by the University Council, who is responsible for handling a range of program, student and assessment matters.
DESIGNATED COURSE	Some programs classify one or more of their core courses as designated courses, as the learning outcomes are critical to graduate competence, and it is impractical for the student to continue in the program without meeting a satisfactory level of competence. A designated course is normally a performance-based or work integrated learning course, or a course requiring the development of particular practical skills and/or demonstration of certain personal qualities. A student may be eligible for exclusion on the basis of failure in one or more designated courses. The designated courses are specified in the program requirements and a schedule of designated courses is maintained on the Programs and Courses website.
EXCLUSION PERIOD	A period of exclusion is effective for two (2) standard trimesters or nine (9) calendar months, whichever is longer. Trimester 3 does not count towards the serving of an exclusion period.
PROGRAM	A program is an approved course of study leading to an award of the University. A student is admitted to a program, and on successful completion of all program requirements is awarded the degree to which the program relates.
PROGRAM DIRECTOR	An academically qualified staff member of the relevant Academic Group that is the host of the program, appointed by the Deans (Learning & Teaching). Responsible for the program and for assuring the overall pattern of assessment, to which individual Course Assessment Plans within the relevant Course Profiles contribute, achieves the stated outcomes of the program.
PROGRAM GPA	The weighted average for all course grades that reflects their relative contribution to a program of study based on their credit value.
STUDENT	A person who has an active enrolment status in a course at Griffith.

STUDENT SUCCESS PLAN A Student Success Plan is sent to a student who is placed on a status of Orange. It is designed to assist a student to reflect on any circumstances that are impacting their studies and sets out strategies to improve their academic progression. It provides access to resources, support services and key University contacts, and may also outline any restrictions placed on a student's enrolment.

TRIMESTER AND TEACHING PERIODS The standard academic year is comprised of three standard trimesters, Trimester 1, Trimester 2 and Trimester 3 as designated in the University's Academic Calendar. Other teaching periods may be designated in the academic calendar and may be used for the offering of certain courses.

5.0 Information

Title	Academic Progress Procedure
Document number	2024/0000035
Purpose	This Procedure sets out the process to be used when reviewing a student's academic progress to ensure appropriate support is in place to assist students to succeed in their study.
Audience	Students; Staff
Category	Academic
Subcategory	Learning & Teaching
Approval date	3 May 2024
Effective date	Trimester 1 2024
Review date	2028
Policy advisor	Senior Manager, Exams and Timetabling
Approving authority	Deputy Vice Chancellor (Education)

6.0 Related Policy Documents and Supporting Documents

Legislation	Higher Education Support Act 2003
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Higher Education Standards Framework (Threshold Standards) 2021

Policy

Admission Policy

Enrolment Policy

Student Review and Appeals Policy

Procedure

Enrolment Procedure

Student Review and Appeals Procedure

Calculation of Grade Point Average Local Protocol

Admission Procedure

Graduations Procedure
