

# Program Progression Policy (GC)



Queensland Institute of Business Technology Pty Ltd  
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## Document

<b>Document Name</b>	Program Progression Policy (GC)
<b>Brief Description</b>	This Policy outlines acceptable levels of performance and progress conditions within a program. This Policy applies to all students undertaking Griffith College Associate Degree, Diploma and Foundation level programs.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b>	05/09/2007
<b>Authorising Body</b>	Academic Board

## Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
08.12.2021	19	Changes to terminology, at Risk markers and probation strategies	Academic Director
25.10.2022	20	Attendance monitoring for Foundation Program students strengthened and policy reviewed for currency and accuracy, added RASCI table and legislation	Academic Director

## Related Documents

<b>Name</b>	<b>Location</b>
Student Complaints and Appeals Policy	<a href="#">Policy HUB</a>
Admissions Policy	<a href="#">Policy HUB</a>
Academic Support Policy	<a href="#">Policy HUB</a>
Enrolment Policy	<a href="#">Policy Hub</a>
Change to Enrolment Form	<a href="#">Online Forms</a>
Show Cause Against Exclusion Form	<a href="#">Online Forms</a>

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# 1 Purpose and Scope

## 1.1 Introduction

This Program Progression Policy sets out the approach of Griffith College relating to the management of all students undertaking Griffith College Associate Degree, Diploma and Foundation level programs.

## 1.2 Purpose

The purpose of this Policy is to outline acceptable levels of performance and progress conditions within a program.

## 1.3 Scope

This Policy applies to all students undertaking Griffith College Associate Degree, Diploma and Foundation level programs and has been prepared in accordance with the [Student Complaints and Appeals Policy](#), [Admissions Policy](#), [Academic Support Policy](#) and [Enrolment Policy](#)

# 2 Policy Statement

## 2.1 Program Progression

Griffith College considers that both academic performance and satisfactory engagement in learning are critical to successful achievement of progression requirements at the College. Academic performance at the College is evaluated on the basis of a student's grade point average (GPA). Academic performance is considered satisfactory while:

- A GPA is maintained at equal to or greater than 3.5; and
- passing grades have been achieved in more than 50% of courses in any trimester for Foundation Program students.

Satisfactory engagement in learning at the College is based on:

- accessing the learning management system;
- completing learning activities; and
- submitting evidence of learning tasks (assessment) when due

Engagement is aggregated in an online "At Risk Register" that teaching staff utilise to notify the support team of a student displaying at risk behaviours of an academic, engagement, language or welfare nature.

## 2.2 Early Intervention Strategies

During Orientation all students are advised that if, after enrolling and commencing their study, they find their study load too much to cope with, they can complete a [Change of Enrolment Form](#) requesting a withdrawal from one or more courses. Students are advised that they have up to census date of the trimester to withdraw from a course without financial or academic penalty. Students are also advised that they can withdraw from a course before the end of week 8 (Diploma of Health Care students) and week 9 (all other programs) without academic penalty. In all cases, students are advised to seek advice before changing their enrolment.

International students (or students holding a Student Visa) are advised that, while they are permitted to change their study load, they must maintain a study load that will allow them to complete their program within the limits of their Student Visa.

International students who have a Griffith College Confirmation of Enrolment (CoE) for a two-trimester period only, rather than a three-trimester period, are required to maintain a 100% study load to ensure they complete their program within the limits of their Student Visa. However, if they feel that they are not coping with their enrolment in four courses, they may consult with a Student Learning Advisor and apply to withdraw from one course. Students must demonstrate a concerted effort with a 100% study load before applying to reduce their study load.

Where a student is experiencing difficulties with their study, they will be directed to the College academic and welfare support resources to maximise their chance of success.

Students who arrive late for the start of trimester may be required to undertake a reduced study load. Students are considered late if they arrive after the end of week 1 of any given trimester. A reduced study load will be determined with the Program Convenor/Program Advisor/Student Learning Advisor and the student and may consist of three (3) courses, instead of four (4).

When a student has commenced later than the scheduled trimester commencement date (e.g. arrived onshore late), they will be directed to the College academic and welfare support resources to maximise their chance of success.

During each trimester Griffith College monitors each student's academic performance and engagement levels. A warning will be sent to any student that Griffith College believes to be at risk of unsatisfactory academic performance or engagement levels. Warnings will outline support mechanisms and re-invigoration activities and be accompanied by an invitation for the student to seek academic and/or welfare assistance.

In addition, in weeks 7 and 8 (Diploma of Health Care only), and 8 and 9 (all other programs) of the trimester, the College will make reasonable attempts to contact students that, at that point, have failed to submit required evidence of learning tasks (assessment) within a course. These students will be counselled and where appropriate encouraged to withdraw from the course for which no assessment has been submitted. Withdrawal from a course prior to the end of week 8 (Diploma of Health Care only) and week 9 (all other programs) of the trimester, while attracting a financial penalty, will result in a W (Withdrawal) grade, and as such will not attract an academic penalty. Hence, the student's grade point average (GPA) will not be negatively affected.

International students enrolled in the Foundation Program are monitored and considered to be at risk of poor progression if attendance of classes falls below 80%. If a student is at risk of their attendance dropping below 80% and/or they have been absent for more than 5 consecutive days without approval, the College will implement an intervention strategy to notify and assist the student to re-engage with their studies.

## 2.3 Program Progression Monitoring

At the completion of each trimester the College reviews the final grades and engagement in learning of all students to monitor their progress.

A student will be considered as not meeting program progression requirements for the **Diploma or Associate Degree programs** where:

- GPA has fallen below 3.5

A student will be assessed as not meeting program progression requirements for the **Foundation Program** where:

- a passing grade has not been achieved in more than 50% of courses; or
- their GPA has fallen below 3.5 or
- their attendance level is less than 80%

## 2.4 Probation

Where a student has been assessed as not meeting program progression requirements and/or the College's engagement in learning requirements, they will be identified, contacted and placed on probation as a condition of their continued enrolment. Their progress will be monitored by academic and support staff throughout the trimester. A student is placed on probation according to their GPA results in a given trimester and includes;

- Probation 1 – GPA is equal to or less than 3.5
- Probation 2 – GPA is equal to or less than 3.5 and at least one previous trimester of Probation
- Foundation program students that fail 50% or more of their study load in a trimester

To guide students to academic success, probationary conditions will include one or more of the following activities in a trimester; workshops, online courses, one on one interviews with support staff, peer and staff mentoring and engagement monitoring.

Following Probation 2, students that are unable to academically progress and obtain a GPA over 3.5 in the subsequent trimester may be subject to exclusion.

## 2.5 Appeal Against Probation

Students who feel their probation is unfair or unjust have an opportunity to outline to a Student Learning Advisor any exceptional or compassionate circumstances that have affected their academic performance and or attendance levels, and request removal of their probation conditions.

## 2.6 Academic Performance

Where a Student Learning Advisor or nominee is satisfied that compassionate or compelling circumstances have been the cause of the student's unsatisfactory academic performance, they may recommend to the relevant Program Convenor that the student's probation status may be downgraded or removed. A record of the recommendation and the final decision regarding the probation will be placed on the student's file. Student and Academic Services will implement the final decision and advise the student accordingly.

## 2.7 Exclusion

Where an Associate Degree, Diploma or Foundation student has failed to meet program progression requirements following probation 1 and probation 2, due to failure to maintain a GPA equal to or above 3.5 within their program, or after attempting studies whilst on last chance probation, the student will be excluded from further studies at the College. Additionally, for Foundation students, in the event of a student not achieving a passing grade in more than 50% of their courses in two consecutive trimesters, that student will be excluded from further studies at the College.

Students who qualify for exclusion from further studies at the College will be prevented from re-enrolling in a period of two trimesters. Notification of the College's intention to exclude will be provided via the student's College email and personal email account (according to the College's student database). The communication will also advise the student of their rights of appeal.

A record of the student's exclusion eligibility will be placed on the students file on the College student database.

International students on a Student Visa will also be advised that as a result of their exclusion, the College intends to report the student to the Department of Home Affairs (HA) for failure to meet program progression requirements.

## 2.8 Appeal Against Exclusion

A student who has received a Notification of Intent to Exclude (and Report, for those students on a Student Visa) has the right to appeal against the exclusion. Students have 20 working days from the date of the exclusion notification to submit a [Show Cause Against Exclusion form](#), and hence will be required to attend an interview with their Program Convenor. If the exclusion is upheld following the interview, students may commence formal appeal proceedings. If a Show Cause Against Exclusion form is not submitted within 20 working days, the student will be automatically excluded. Please refer to the [Student Complaints and Appeals Policy](#) for details about how to access the appeals process.

A student who is eligible for exclusion and submits a [Show Cause Against Exclusion form](#) or commences formal appeal proceedings will be permitted to pay their tuition fees and provisionally enrol at the College until the outcomes of the appeal process have been determined.

If the formal appeal is successful, the student will be provided with one of two outcomes:

1. the student will be placed on a further period of probation which will be their final chance to meet program progression requirements, and permitted to continue with their studies; or
2. the student will not be permitted to continue with their current studies, rather, if enrolled, their enrolment will be cancelled, and they will be permitted to change their provider or pathway to study a more appropriate program.

If the student is enrolled and their appeal is unsuccessful (i.e. they have exhausted all internal and external appeal options) their enrolment will be cancelled, and they will receive a full refund of tuition fees paid for the forthcoming trimester. A cancellation of studies fee may be charged where a student has a credit balance in their College account, from monies paid for a previous trimesters' tuition fees.

The outcome of an appeal against exclusion will be conveyed to the student in writing and recorded on the student's file on the Griffith College student database.

## 2.9 Reporting of Unsatisfactory Program Performance

A student who is on a Student Visa should be aware that Condition 8202 is attached to the visas of all primary student visa holders. This condition imposes an obligation on students to maintain satisfactory program progression performance in accordance with Griffith College's requirements.

Where a student has been excluded, the exclusion notice to the student will outline Griffith College's intention to report the student to the Department of Home Affairs (HA) for failure to achieve Griffith College's program progression requirements.

Students will be reported at the end of the internal appeals process, if their appeal is unsuccessful. Where a student does not access internal appeals options, the student will be reported to HA twenty working days after the date of the exclusion notification.

## 2.10 Readmission after Exclusion

Please refer to the Griffith College [Admissions Policy](#).

### 3 Responsibilities

Responsibility	CDP	CFM	QCM	AD	DSAS	AB	DMA	All
Maintain currency of policy	A		C	R	R		I	S
Identify engagement levels				R	R			C
Oversee early intervention strategies			C	C	A		S	S
Progression Monitoring				A	C			S
Implementing probationary interventions and exclusions			I	C	R			S
Updating student records		S	I	I	R		I	I
Management of Appeals	A		S	R	C	I		
<p>CDP = College Director &amp; Principal, CFM = College Finance Manager, QCM = Quality &amp; Compliance Manager, AD = Academic Director, DSAS = Director, Student &amp; Academic Services, DMA = Director, Marketing &amp; Admissions, AB = Academic Board, All = Staff, PC = Program Convenor, PAC = Program Advisory Committee</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p>								

### 4 Compliance

#### 4.1 General

The Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, communication and support from College staff.

#### 4.2 Relevant Legislation

National Code of Practice for Providers of Education and Training for Overseas Students 2018 – 6.1.7, 6.4, 8.7-8.8

[Higher Education Standards Framework 2021 \(Threshold Standards\)](#) - 1.3 Orientation and Progression

#### 4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

#### 4.4 Records Management

All records in relation to this document will be managed as follows:

<b>Record type</b>	<b>Owner</b>	<b>Location</b>	<b>Retention</b>	<b>Disposal</b>
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive