

# Academic Progression Policy - HE

**Policy Code:** ACA-015

**Version:** 18.0

**Effective Date:** 29 November 2019

## 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, Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour) and Wellnation. 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
- All academic staff
- All Student Services 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.

As 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. Subjects, where a student has failed may be carried over but must be successfully completed prior to enrolling in progressive subjects.

Any changes to the pre-requisite and co-requisite requirements will be clearly articulated on the course structure document. The students are expected to follow the updated course structure upon its implementation. Only the next teaching period following any pre- and co-requisite changes, waivers could be considered through the [Special Consideration Policy – HE](#) where and when appropriate.

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 / Associate Head of Department if course timetabling is limiting their progression.

Full time study at the College is defined as 75 – 100% study load – at the College 100% corresponds to 16 credit points. Students will not be permitted to study more than 100% of the study load allocated to a semester of study at the College (i.e.: 16 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 (i.e.: National Police Check in WA) 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. Failure to adhere to the timeframes and guidelines for the WWC Check and First Aid will impact on the student's academic progression. Refer to the Academic Progression Procedure Flowchart- HE for more information on how pre-clinical governance compliance is monitored.

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](#).

## Enrolment Conditions

a) 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

b) 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](#)).

c) 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.

d) 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.

e) 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.

f) If a student fails a subject at the end of a teaching period, they must repeat the subject within the next Semester 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 / Associate Head of Department.

g) Any student who has demonstrated poor academic performance at the end of the semester, with failure to progress in their subjects of study will be deemed “at risk” and directed to specific outcome depending on the severity of the “at risk” status. Please refer to the Academic Progression Procedure Flowchart – HE for more detail on monitoring student progression.

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

## Monitoring Academic Progression

Academic progression is monitored throughout a student’s enrolment at the College. The following are a list of 4 (four) progression stages the College uses for identifying students who are not meeting academic progression requirements.

Stage 1 includes the following monitoring:

- A) Engagement Activities
- B) First Assessment monitoring
- C) Ongoing Assessment monitoring
- D) Pre-clinical governance compliance monitoring

For detail on the actions and responsibilities within Stage 1 monitoring refer to the [Academic Progression Procedure Flowchart - HE](#). Any student that fails within the above categories will be classified as a “student at risk”. These students are notified that they have been placed “at risk” of progression through their studies and can access support services including academic consultations with their subject Senior Lecturer(s).

As per the [Students At Risk \(Academic Standing\) Policy – HE](#), a student is “at risk of losing their good academic standing if they do not perform adequately to progress through their course. A number of Risk Assessments are in place to monitor student performance, the first of these being initial engagement of the student through in-class attendance and/or login for online study. More information of the types of Risk Assessments are found within [Students At Risk \(Academic Standing\) Policy – HE](#) and is to be used in conjunction with the Students at Risk Form.

## Outcomes of Unsatisfactory Academic Progress (post Stage 1)

Students who fail any part of Stage 1 monitoring are considered to have unsatisfactory academic progress. These students are assessed at the end of the study period and may proceed through the following stages:

## Stage 2. Academic Caution

If at the end of the study period a student has:

- failed 50% or more of the study load; or
- failed the same subject two (2) or more times; or
- has a GPA of less than 3.5; or
- is non-compliant in the pre-clinical governance after the Semester 2 of their study (as per [Working with Children Checks Policy](#)); and/or
- has had 3 or more SaR forms on file across one or more subjects,

the student will be notified in writing that their academic status has changed to “Academic Caution”. The student will be directed to Senior Lecturer(s) for development of an intervention strategy for academic issues or Student Services and/or Office of Student Records for compliance issues.

## Stage 3. Probational Enrolment

Students who have an academic status of “Academic Caution” will be assessed at the end of the following study period. If the “cautioned” student has:

- failed 50% or more of study load in the current enrolment period; and
- failed the same subject two (2) or more times; and
- has a GPA of less than 3.5; and
- has multiple SAR forms on file,

the student will be notified in writing that their academic status has changed from “Academic Caution” to “Probational Enrolment”.

The notification of “Probationary Enrolment” will outline the probationary conditions. If offered, the student must accept probational enrolment for a period of up to a maximum of twelve (12) months which may include but are not restricted to:

- reduced study load during the period of probational enrolment
- required consistent consultations with academic and Student Services staff and if required, the relevant department head for assistance with study planning.

If the student does not acknowledge and respond to the intervention strategies and conditions set out in the probationary letter within the assigned timeframe, the student may be suspended from study at the College for up to 6 months.

The student is to agree to these conditions or submit an appeal as per the [Grievance Policy – Domestic Students – Higher Education](#). For more detail on the outcomes and actions of unsatisfactory academic progression please refer to the Academic Progression Procedure Flowchart - HE.

## Stage 4. Exclusion

Failure and/or breach of the probational enrolment conditions set out in the “Probationary Enrolment” notification letter will result in the student being excluded from the College for up to twelve (12) months.

If the student wishes to re-enrol following suspension or exclusion, a letter outlining reasons for return with inclusion of any changes in student’s circumstances that will ensure their academic success is to be

forwarded to the Director of Education. If their application is approved their academic status will be set as “cautioned”.

A student placed on probational enrolment or excluded from the College 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

### Student Services

Student Services Advisers (SSAs) are 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 2 (two) introductory subjects to help support student learning and development of academic skills prior to enrolment into the first year. Students may be recommended to complete one or both introductory subjects if deemed “at risk” by the Director of Education and Director, Student Services & Retention. 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

It is the College's responsibility to ensure the minimum English Language Proficiency of all enrolled students. If and when requested, a potential student should demonstrate each of the English language skills (reading, writing, speaking and listening) at an adequate level as per [English Proficiency Policy – Higher Education](#). An adequate level is required to ensure students cope linguistically with the academic content of their program. It is expected of the students that they will continue to improve their linguistic proficiency as they progress through their studies.

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](#).

## 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.

## Related Procedures/Forms

Academic Progression Procedure Flowchart - HE

## Further Information

### Related Policies

[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](#)

[Working with Children Checks Policy - Higher Education](#)

### Related Documents

Not applicable

### Guidelines

Not applicable

### Benchmarking

ACPE

Endeavour (previous policies)

Macquarie University  
The University of Sydney  
The University of Queensland

**Supporting Research and Analysis**

Not applicable

**Related Legislation**

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

# Review and Approval

## Policy Author

Director of Education

## Policy Owner

Director of Education

## Contact

Director of Education

[andrea.bugarcic@endeavour.edu.au](mailto:andrea.bugarcic@endeavour.edu.au)

## Recommending Body

Academic Board (ratified)

Meeting date: 26 July 2018

## Approval Body

College Council

Meeting date: 10 August 2018

## Policy Status

Revised

- De-harmonised from ACPE and Martin HE

## Responsibilities for Implementation

- Director of Education
- Director, Student Services and Retention
- Academic staff

## Key Stakeholders

- Director of Education
- Director, Student Services and Retention
- Examiners' Committee
- Heads of Department / Associate Heads of Department
- Academic staff
- Quality and Compliance staff
- Student Advisers, Student Services