

## PROCEDURES – INFORMATION – OTHER

<b>TITLE</b>	<b>ACADEMIC PROGRESS IN UNDERGRADUATE AND GRADUATE COURSEWORK AWARDS</b>
<b>FILE NUMBER</b>	200400243
<b>RESPONSIBLE OFFICER</b>	Registrar
<b>INTRODUCED</b>	First Semester 2007
<b>REVIEW DATE</b>	November 2009
<b>MODIFICATION HISTORY</b>	New procedures (310/2007) to accompany policies approved November 2006 and embodied in legislation; Replace procedures of Nov. 2005 (1000/2005); 27 Feb. 2004 (161/2004); minor modification July 2004 (161a/2004); Pre-2004 Academic Performance (1310c/2001)
<b>RELEVANT LEGISLATION</b>	Academic Progress Rules Undergraduate Awards Rules Graduate Coursework Awards Rules Examinations Rules

**PRINCIPLES**

1. The University has a responsibility to ensure appropriate and early intervention for students whose progress is unsatisfactory.
2. This responsibility is owed primarily, but not solely, to the individual students affected; other members of the University community also have an interest in the best possible use of available resources.
3. Early interventions should be supportive of the individual student concerned, and directed towards ensuring the satisfactory academic progress of that student. They should recognise the primary responsibility of the student for his or her own progress, and should assist the student to exercise that responsibility effectively.
4. Processes for making decisions about whether or not students should be permitted to continue their studies at the ANU should be open, fair, resource efficient and timely.

**PROCEDURES**

These procedures are to be read in conjunction with the *Academic Progress Rules* at <http://www.anu.edu.au/cabs/rules/index.html>

**Definitions**

*ANU College* means:

- ANU College of Arts and Social Sciences
- ANU College of Asia and the Pacific
- ANU College of Business and Economics
- ANU College of Engineering and Computer Science
- ANU College of Law
- ANU College of Medicine and Health Sciences
- ANU College of Science

*ANU College Dean*, or *College Dean*, means the Dean of an ANU College

**award** means professional doctorate, degree, diploma or certificate offered by the University

**combined program** means a program leading to the award of 2 degrees

**course** means a subject of scholarly study taught:

- (a) in a connected series of classes or demonstrations; or
- (b) by means of practical work, including the production by students of essays or theses or case studies or the attendance and participation by students in seminars or workshops

**Course Authority** means the person in charge of a course

**course code** means the alphanumeric code used within the University to identify uniquely a particular course

**Delegated Authority** means the member of the staff of the ANU College appointed by the ANU College Dean for the purposes of the *Rules*

**enrol** includes re-enrol, and enrolment has a corresponding meaning

**equivalent course** is any course, declared by the relevant Course Authority to have a sufficient similarity of content to another course despite having a different title or different course code. The Course Authorities are responsible for ensuring the list of equivalent courses is current

**fail** includes grades of N, NCN or WN

**non-award** program means a course of study that does not lead to an award

**program** means a course of study leading to an award, or a non-award program, as the case requires

**student** means a student who is or was enrolled (as the case requires) in a program

**First Semester** includes the Summer Session of that year (1 January to 31 March).

**Second Semester** includes the Autumn Session (1 April to 30 June), the Winter Session (1 July to 30 September) and the Spring Session of that year (1 October to 31 December)

### **GROUNDS FOR APPEAL**

The grounds on which a student may appeal against exclusion from a program or refusal to permit the student to re-enrol in a course are:

- (a) severe illness or medical condition (documentary evidence of which must be lodged with the appeal);
- (b) harshness of the effect of refusing to approve the request to re-enrol in the course;
- (c) harshness of the effect of a decision that excludes the student from the program;
- (d) special circumstances set out in the appeal.

### **REPEATED FAILURE IN A COURSE CRITERION**

Rule 5. of the *Academic Progress Rules*: <http://www.anu.edu.au/cabs/rules/index.html>

#### **STEP 1**

Students who have failed a course, or an equivalent course, twice will be identified through the University's Student System.

If you have failed a course, or an equivalent course, twice you will be notified when you seek to re-enrol and advised to obtain approval from the Course Authority to be allowed to re-enrol in the course. This criterion will apply whether or not you have remained in an award program or transferred from one award program to another.

#### **STEP 2**

Before re-enrolling for the next semester or session, you should contact the Course Authority in person or by email to request approval to re-enrol in the course.

The Course Authority may:

- (a) approve your application to re-enrol in the course;
- (b) approve your application to re-enrol in the course with a condition;
- (c) refuse to approve your application to re-enrol in the course and must specify the duration of that refusal.

The Course Authority must advise the ANU College Office of the decision. If the application has been refused, the ANU College Office will inform you that you may appeal to the ANU College Dean and refer you to the procedures for submitting an appeal.

### **STEP 3**

If you believe that one or more of the grounds for appeal (a) – (d) (see above) apply to you and you decide to appeal the decision, you should:

- . lodge your appeal in writing with the Dean of the College in which the course is offered no later than 14 days from the date of notice of the decision to refuse re-enrolment was sent to you (unless a further period of time is allowed)
- . attach any supporting documentation
- . re-enrol in other courses for the semester or session by the census date (see <http://www.anu.edu.au/sas/enrolment/index.php>). Any enrolment in a course approved after the date will be on a non-award fee-paying basis.

The outcome of the appeal will normally be known by the first day of First Semester, and by the census date in Second Semester, or by the census date for the course if the course has been undertaken in one of the summer, autumn, winter or spring sessions.

### **STEP 4**

The ANU College Dean determines how the appeal is to be conducted. The College Dean must consider your statement and any other matters that the College Dean considers are relevant.

If the College Dean holds a formal hearing, the ANU College Office will advise you of the details and that:

- (a) you are entitled to appear in person at the hearing; and
- (b) if you do not attend at the time and place fixed for the hearing, the hearing may proceed in your absence; and
- (c) you are entitled to present to the hearing oral or written statements (whether made by yourself or another person); and
- (d) you may, in addition to or instead of appearing in person at the appeal, furnish to the hearing a written statement in relation to the appeal (whether made by you or another person); and
- (e) you are entitled to be accompanied at the hearing by another person who may observe the proceedings but not act as an advocate unless expressly invited to do so by the College Dean.

### **STEP 5**

You will be notified in writing of the decision. The decision of the College Dean is final.

The College Dean may:

- Dismiss your appeal.
  - . You may need to vary your enrolment for the semester or session
  - . If the effect of the decision is to terminate your participation in the program, your enrolment will be cancelled

- The Registrar and Student Services Division will be advised and the action recorded on your academic transcript

OR

- Uphold your appeal and:
  - (a) permit you to re-enrol in the course; or
  - (b) permit you to re-enrol in the course with a condition; or
  - (c) refuse your re-enrolment in the course for a period specified by the College Dean.

You will need to vary your enrolment for the semester or session. Contact the ANU College Office and/or the Delegated Authority if you need assistance.

**UNDERGRADUATE COURSEWORK: FAILURE TO MAINTAIN SATISFACTORY STANDARD OF ACADEMIC PROGRESS CRITERION**

Rule 15. of the *Academic Progress Rules*: <http://www.anu.edu.au/cabs/rules/index.html>

This Criterion will only apply to the current active award program(s) of enrolment.

**STEP 1**

If you fail more than 50% of the unit value of the courses attempted in a semester (including a session) of enrolment you will be considered to have breached the Criterion.

Immediately after the results have been posted at the end of each Semester the Registrar and Student Services Division will run a report on all students who have failed more than 50% of the unit value of the courses in which they have been enrolled in their current Program and add a Progress Notation to their record.

**First Progress Notation:**

If you breach this Criterion for the first time you will be notified of the infringement and reminded of the academic and professional assistance available in the ANU College of enrolment and the University in general.

**Second Progress Notation:**

If you breach this Criterion for the second time in the current program you may be excluded by the Delegated Authority from the program.

The Registrar and Student Services Division will produce a report for the Delegated Authority on all students for whom this is the second or subsequent Progress Notation. Additions to the report may be made by the Delegated Authority, e.g. because results were not available at the time of the report.

**Exceptions**

*Students in the Schools of Art or Music who at any stage fail their major study will be notified that they are in breach of Academic Progress criteria and may be excluded from the program.*

*Students in the ANU Medical School are required to reach a satisfactory standard in all assessment tasks and courses before being permitted to progress to the next level of study. The School has its own review processes.*

**STEP 2**

The Delegated Authority will consider the report and any other information available from the Course Authority and examiners.

The Delegated Authority will make one of the following determinations:

- That although your progress in the Semester has not been satisfactory, the evidence indicates that you should be allowed to continue in the program in the expectation that you will be able to show improvement. You may be required to meet with an academic adviser to discuss problems.

OR

- That you be excluded from the program.

You will be notified in writing of the determination by the Delegated Authority.

If you are excluded from a program, the notification will tell you of your right to appeal against the decision in writing to the relevant ANU College Dean and to whom the appeal must be sent, and refer you to the procedures for submitting an appeal.

### **STEP 3**

If you believe that one or more of the grounds for appeal (a) – (d) (see above) apply to you and you decide to appeal the decision, you should:

- . lodge your appeal in writing with the Registrar no later than 14 days from the date of notice of the decision to exclude was sent to you (unless a further period of time is allowed)
- . attach any supporting documentation

If you decide not to appeal, and do not respond to the notification about exclusion from a program within the 14 day period, the Registrar and Student Services Division will be advised and your enrolment in the program will be cancelled.

### **STEP 4**

If you appeal, the application should:

- . set out the grounds on which it is made;
- . identify reasons for your poor performance and include supporting documentation;
- . include a statement demonstrating why you should be permitted to continue in the program.
- . be detailed, since only in exceptional circumstances will an applicant be interviewed.

If you have re-enrolled waiting for a decision, you may be permitted to attend classes until the application has been considered.

### **STEP 5**

Your application may be referred to the Academic Progress Committee. The Committee is chaired by the Registrar and consists of each of the ANU College Deans (or his or her nominee). The Committee will normally meet within 20 days of the appeal having been lodged. The ANU College Dean will consider any recommendation from the Committee. The Dean must decide the appeal not more than 20 days after the day on which the appeal is lodged.

*(NOTE: the process should be finalised before the census date for the next Semester or session of enrolment)*

The Committee may recommend to the Dean of the ANU College that the Dean:

- Exclude you from the program permanently or for a period determined by the Committee; or
- Determine that you transfer to an alternate program; or
- Determine that you vary your load to take account of the impact of external pressures on your academic studies; or

- Determine that you take leave of absence from the program for a period determined by the Committee; or
- Impose conditions on your re-enrolment in the program; or
- Refer you to academic and professional staff for advice and support; or
- Determine other strategies as appropriate.

The Registrar will record the recommendations of the Committee.

## **STEP 6**

The College Dean may:

- Dismiss your appeal. The Registrar and Student Services Division will be advised of the decision and your enrolment in the program will be cancelled.

OR

- Uphold your appeal and:
  - (a) permit you to re-enrol in the program; or
  - (b) permit you to re-enrol in the program conditionally; or
  - (c) require you to take leave of absence from the program for a period determined by the College Dean; or
  - (d) determine that you be admitted to an alternate program.

The decision of the ANU College Dean is final and binding.

The Registrar will record the decision of the ANU College Dean and advise you of the outcome of the appeal application.

### **NOTE:**

A student who is required to take leave of absence for a specific period must apply for readmission to the University through the normal channels.

A student who is permitted to re-enrol in the program conditionally (e.g. required to seek advice and assistance from academic or professional staff) must provide proof to a nominated staff member that the conditions have been met before being reinstated.

International Students who have been excluded from a program or whose enrolment has been varied will be reported to DIAC and must ensure that they conform to the requirements of their student visa.

### **GRADUATE COURSEWORK**

*Academic Progress Rules:* <http://www.anu.edu.au/cabs/rules/index.html>

#### **Rule 10 Failure to Maintain Satisfactory Standard**

If you fail one or more courses attempted in a semester (including a session) of enrolment you will be considered to have breached this Criterion.

Immediately after the results have been posted at the end of each Semester the Registrar and Student Services Division will run a report on all students who have failed one or more courses attempted in the semester in which they have been enrolled in their current Program and add a Progress Notation to their record.

#### **First Progress Notation:**

If you breach this Criterion for the first time:

- You will be notified by the ANU College of the infringement and reminded of the academic and professional assistance available in the ANU College of enrolment and the University in general. If you seek to re-enrol in the

course(s) you have failed at the first attempt you will need to obtain approval from the Course Authority.

OR

- If you are enrolled in a program, the requirements for which allow one breach of this Criterion only, you will be notified by the ANU College that you may be excluded by the Delegated Authority from the program. You should refer to the procedures below.

**Second Progress Notation:**

If you breach this Criterion for the second time in the current program you may be excluded by the Delegated Authority from the program. Refer to the procedures below.

**Rule 11: Failure to Achieve Results at the Specified Level**

If you fail to achieve results in the courses in your program at the level specified in the requirements for continuation in the program you may be excluded by the Delegated Authority from the program. Refer to the procedures below.

**Rule 12: Grading Fail for Program**

You will be graded Fail for the program:

- If you fail to achieve results in the courses in the program at the level specified in the requirements for the award to be granted.

OR

- If you fail the examination and any subsequent resubmission and re-examination of a research thesis required as part of your program.

Refer to the procedures below.

**GRADUATE COURSEWORK: PROCEDURES FOR APPEAL AFTER EXCLUSION FROM PROGRAM OR GRADED FAIL**

**STEP 1**

After results have been posted at the end of each Semester (including a session), the Registrar and Student Services Division will produce a report for the Delegated Authority on all students with a Progress Notation on their record. Additions to the report may be made by the Delegated Authority, e.g. because results were not available at the time of the report.

The Delegated Authority will consider the report and any other information available from the Course Authority or examiners about students who have breached a criterion and are liable for exclusion from their program or for a grade of Fail for the program.

**STEP 2**

The Delegated Authority will make one of the following determinations:

- That although your progress has not been satisfactory, the evidence indicates that you should be allowed to continue in the program in the expectation that you will be able to achieve results at the required level.

OR

- That you should transfer to an alternate award for which you have satisfied the requirements (the transfer would take effect before the end of the current program).

OR

- That you be excluded from the program.

The Delegated Authority will notify you in writing of the determination.

If you are excluded from a program, or graded Fail for the program, the notification will tell you of your right to appeal against the decision in writing to the relevant ANU College Dean and to whom the appeal must be sent, and refer you to the procedures for submitting an appeal.

### **STEP 3**

If you believe that one or more of the grounds for appeal (a) – (d) (see above) apply to you and you decide to appeal the decision, you should:

- . lodge your appeal in writing with the person nominated in the notice no later than 14 days from the date of notice of the decision was sent to you (unless a further period of time is allowed)
- . attach any supporting documentation

If you decide not to appeal, and do not respond to the notice within the 14 day period, the Registrar and Student Services Division will be advised to action the determination of the Delegated Authority.

### **STEP 4**

If you appeal, the application should:

- . set out the grounds on which it is made;
- . identify reasons for your poor performance and include supporting documentation;
- . include a statement demonstrating why the decision should be overturned.

If you have re-enrolled waiting for a decision, you may be permitted to attend classes until the application has been considered.

### **STEP 5**

The ANU College Dean in which the program is offered must decide the appeal not more than 20 days after the day on which the appeal is lodged.

*(NOTE: the process should be finalised before the census date for the next Semester or session of enrolment)*

The ANU College Dean determines how the appeal is to be conducted. The College Dean must consider your statement and any other matters that the College Dean considers are relevant.

If the College Dean holds a formal hearing, the ANU College Office will advise you of the details and that:

- (a) you are entitled to appear in person at the hearing; and
- (b) if you do not attend at the time and place fixed for the hearing, the hearing may proceed in your absence; and
- (c) you are entitled to present to the hearing oral or written statements (whether made by yourself or another person); and
- (d) you may, in addition to or instead of appearing in person at the appeal, furnish to the hearing a written statement in relation to the appeal (whether made by you or another person); and
- (e) you are entitled to be accompanied at the hearing by another person who may observe the proceedings but not act as an advocate unless expressly invited to do so by the College Dean.

### **STEP 6**

You will be notified in writing of the decision. The decision of the College Dean is final.

The College Dean may:

- Dismiss your appeal.  
The Registrar and Student Services Division will be advised and the action recorded on your academic transcript.

OR

- Uphold your appeal and:
  - (a) permit you to re-enrol in the program; or
  - (b) permit you to re-enrol in the program with a condition; or
  - (c) require you to take leave of absence from the program for a period determined by the College Dean; or
  - (d) determine that you be admitted to an alternate program (this may mean transfer to an alternate award).

You will need to vary your enrolment for the semester or session. Contact the ANU College Office and/or the Delegated Authority if you need assistance.

**NOTE:**

A student who is required to take leave of absence for a specific period must apply for readmission to the University through the normal channels.

A student who is permitted to re-enrol in the program conditionally (e.g. required to seek advice and assistance from academic or professional staff) must provide proof to a nominated staff member that the conditions have been met before being reinstated.

International Students who have been excluded from a program or whose enrolment has been varied will be reported to DIAC and must ensure that they conform to the requirements of their student visa.

**APPEAL ON PROCEDURAL GROUNDS AGAINST AN APPEAL DECISION OF A COLLEGE DEAN**

Rule 19 of the *Academic Progress Rules*: <http://www.anu.edu.au/cabs/rules/index.html>

If a student believes that there are procedural grounds, the student may appeal in writing to the Deputy Vice-Chancellor.

The application must be submitted within a reasonable period of time of the decision, normally within 14 days from the date of notice of the decision to exclude from a program or refuse re-enrolment in a course was sent.

The Deputy Vice-Chancellor may inform himself or herself as he or she sees fit in order to determine the appeal.

The Deputy Vice-Chancellor may:

- (a) decide to take no action; or
- (b) make any decision that could have been made by the ANU College Dean; or
- (c) refer the matter back to the ANU College to review the process used in making the decision.

The decision of the Deputy Vice-Chancellor on an appeal on procedural grounds is final.