

## Higher Education Student Progression Procedure – Box Hill Institute

Related Policy	Higher Education Student Progression Policy	
Procedure	Responsibility	
<b>1. Academic Progress Review</b> At the end of week 5 of each semester: a) Identify any student whose attendance of any one subject is less than 60% or if the subject is delivered online has participated in less than 60% of the online activities and has not submitted the first assessment. Such a student is deemed at risk of failing a subject.  b) A student who is identified as at risk of failing two subjects is classified as at risk of unsatisfactory performance.  c) Subject teacher reports student at risk to Course Manager (Higher Education).  d) Student is notified of being deemed at risk of failing a subject or at risk of unsatisfactory performance in writing.  e) Student is asked to make an appointment with Course Manager (Higher Education) and the subject teacher(s) to develop a study plan that supports the student to pass the subject(s).  f) Teacher monitors student performance closely.  g) Identify any students with English language difficulties  f) A student who has difficulties with English language proficiency is referred to the English language support service.  Course Manager (Higher Education) must inform International Student Services if an international student is classified as being at risk.  At the end of week 10 of each semester: a) Teacher reports to course leader about progress of student ‘at risk’  b) Review of students at risk status using assessment outcomes and attendance register. The student must fail to meet at least two out of the three minimum requirements to be marked as at risk of failing the subject in the second progress review.  Minimum requirements are: • an attendance of more than 60% of classes • pass grade for first assessment • timely submission of assessment  c) Student is informed in writing of the outcome of the review. If he/she remains at risk, a second meeting with teacher(s) and the Course Manager (Higher Education) will reinforce or adjust the study plan.  d) A student at risk of failing two subjects is informed of	Teacher	Teacher
	Teacher	Teacher
	Course Manager (Higher Education)	Course Manager (Higher Education)
	Course Manager (Higher Education)/Teacher	Course Manager (Higher Education)/Teacher
	Teacher	Teacher
	Teacher	Teacher
	Course Manager (Higher Education)	Course Manager (Higher Education)
	Course Manager (Higher Education)Teacher	Course Manager (Higher Education)Teacher
	Teacher/ Course Manager (Higher Education)	Teacher/ Course Manager (Higher Education)
	Teacher/ Course Manager (Higher Education)	Teacher/ Course Manager (Higher Education)
	Course Manager	Course Manager

consequences as outlined in Higher Education Progression Policy (Higher Education)		
e) New students at risk of failing a subject or at risk of unsatisfactory performance are identified and reported to the course leader. Student is informed in writing and the same procedure as described in week 5 review applies.	Course Manager (Higher Education)	
f) Meeting notes, study plans, correspondence and other related documents are to be filed for 3 years	Course Manager (Higher Education)	
At the end of semester:		
a) Fail of a subject the first time: <ul style="list-style-type: none"><li>A student who has failed a subject the first time has to repeat the subject</li></ul>	Course Manager (Higher Education)	
b) Multiple failure of a subject: <ul style="list-style-type: none"><li>If a student fails the same subject the second time the Course Manager (Higher Education) may:<ul style="list-style-type: none"><li>(i) Issue a warning to the student</li><li>(ii) Place a restriction on the student’s enrolment or</li><li>(iii) Exclude this student from study of the subject for twelve (12) months.</li></ul></li><li>The student has the right of appeal to the Academic Appeals Committee.</li></ul>		
c) Conditional enrolment: <ul style="list-style-type: none"><li>If a student has failed 50% of the subjects or more in one semester his or her academic performance is classified as unsatisfactory and the student is enrolled in a conditional enrolment.</li><li>A student on conditional enrolment must consult the Course Manager (Higher Education) and a study plan has to be developed that outlines support that is offered to the student by the Institute.</li></ul>		
<b>2. Exclusion of study</b>		
The following cases cause a student being excluded from study of the course for 12 (twelve) months. <ul style="list-style-type: none"><li>Multiple failure of the same subject</li><li>Any student whose academic performance remains unsatisfactory during the period of conditional enrolment</li></ul>		
The Course Manager (Higher Education) informs the student in writing. The student has the right of appeal to the Academic Appeals Committee.		Course Manager (Higher Education)
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