

# Program Progression Policy

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## 1. Purpose

This policy outlines the acceptable levels of performance, early intervention strategies, attendance and progress conditions for all SIBT students.

## 2. Application

This policy applies to all SIBT students.

## 3. Policy Statement

SIBT considers that both academic performance and attendance are critical to successful achievement of progression requirements at the College. On this basis, both factors are monitored throughout each semester to identify students at risk and implement intervention strategies to strengthen success.

Student progression is considered to be satisfactory while:

- passing grades have been achieved in at least 50% of units in which a student is enrolled in any teaching session; and
- a student is achieving a minimum GPA of "Pass".

Attendance levels at the College are considered satisfactory if a student has attended at least 80% of scheduled course contact hours.

Academic and attendance requirements are embedded within Unit Guides.

## 4. Early Intervention Strategies

SIBT offers a range of strategies to maximise each student's chance of success. In addition to support workshops to develop academic, numeracy and study skills, early intervention strategies that identify and support at-risk students include:

- advising students during Orientation that if difficulties are experienced with study load, withdrawal from one or more units can be requested. Dates for withdrawal without financial or academic penalty are highlighted and international students are advised of the need to also maintain a full time study load (3 units) and complete within the limits of the Student Visa (made possible by the trimester academic calendar);
- contacting those students who, at the end of week two, are not attending classes or completing pre-class activities, to determine the reason and promote meetings with Student Learning Advisors and / or attendance at support workshops;
- early assessment tasks to provide students and staff with an opportunity to assess learning to date and address any issues from the outset. Students identified as having performed poorly in the early assessment task are contacted and advised of strategies for improvement;

- automated notification via the portal to students who are at risk of not attending 80% of their classes, thus potentially compromising their ability to succeed;
- an online At Risk Register utilised by teaching and support staff to identify students deemed to be at risk as a result of academic performance, attendance or on conditional enrolment in the current semester. This Register is progressively populated in weeks one to four, at which time a follow up process with students is initiated and again repeated in weeks seven and eight;
- support workshops for specific units in which groups of students appear to be struggling.

At the beginning of the semester students are made aware of support via the Student portal and during Orientation.

## 5. Program Progression Monitoring

At the completion of each semester, SIBT reviews the final grades and attendance levels of all students to monitor their progress.

Students who are deemed to have achieved satisfactory progression are permitted to continue with their enrolment.

Contact is made with all students who have not met satisfactory progression requirements to initiate conditional enrolment processes, promote support mechanisms offered by the College and invite students to seek academic and/or welfare assistance.

## 6. Conditional Enrolment

Students who have been assessed as not meeting satisfactory progression requirements will be subject to conditional enrolment and placed on a three step warning process as follows:

- **Condition 1:** (CON1 – first warning)

Students will be:

- notified of the enrolment condition via the Student Portal during the re-enrolment process;
- advised to meet with a Student Learning Advisor;
- permitted to only enrol in a maximum of 3 units for the upcoming semester; and
- required to attend a support study skills unit offered by the College.

- **Condition 2:** (CON2 – second warning)

If a student on Condition 1 fails to meet satisfactory progression (passing 50% or more of their units and maintaining 80% attendance), the student will be:

- notified of the enrolment condition via the Student Portal during the re-enrolment process;
- required to meet with a Student Learning Advisor prior to and during the upcoming semester; and
- permitted to only enrol in a maximum of 3 units for the upcoming semester.

- **Condition 3:** (CON3 – final warning).

If a student on Condition 2 fails to meet satisfactory progression (passing 50% or more of their units and maintaining 80% attendance), the student will be:

- notified of the enrolment condition via the Student Portal during the re-enrolment process;
- required to meet with a Student Learning Advisor prior to and during the upcoming semester;
- permitted to only enrol in a maximum of 3 units;
- advised that this is their final chance of continuing SIBT enrolment; and
- if satisfactory progress is not achieved, the student is eligible for exclusion at the end of the semester.

Students placed on Conditional Enrolment are given the opportunity to discuss exceptional or compassionate circumstances that have contributed to unsatisfactory academic progress, so support strategies can be developed to maximise their chance of future study success.

## 7. Exclusion

If a student fails to meet satisfactory progression for a third time, they will be advised in writing and via the portal that SIBT intends to exclude them from their program.

International students on a Student Visa will be notified that they may be reported to the Department of Education (DoE) and the Department of Immigration and Border Protection (DIBP). Students will be informed that they can access SIBT's Student Complaints and Appeals Policy to appeal the decision within 20 working days (see <https://portal.sibt.nsw.edu.au/Policies>).

Where the student has chosen to access the Student Complaints and Appeals Policy and the process results in a decision supporting the student, they will be permitted to continue with their enrolment at SIBT.

Where the student has chosen not to access the Student Complaints and Appeals Policy within the 20 working day period, withdraws from the process, or the process is completed and results in the student being excluded, SIBT will advise the student in writing of the final decision to exclude, including details of the reasons and file a copy in the student's folder.

In the case of an international student, SIBT will notify DoE and DIBP that the student has not achieved satisfactory program progression.

## 8. Appeal Against Exclusion

Please refer to the *Student Complaints and Appeals Policy*.

## 9. Readmission after exclusion

A student who is excluded may apply, after one year, for readmission to SIBT at least four weeks prior to the commencement of the semester in which the student seeks to resume study. The application for

readmission by a student who has been excluded will be assessed by the Academic Director. The Academic Director will consider factors such as changed circumstances, academic and/or vocational performance since exclusion, and maturity and motivation, in order to be satisfied that the student has a reasonable chance of succeeding in the program. Please refer to the *Readmission of Excluded Students Policy*.

### 3.8 Attendance

Please refer to the Attendance Policy for further information.

## 4. Definitions

- *Academic Progress*

Meeting all the assessment requirements of a unit and overall performance within the study period in which the student is currently enrolled

- *Program Progress*

Students' overall progress in successfully completing all the units in the program of study and meeting attendance requirements.

- *Attendance*

Calculation of student attendance in scheduled classes within a semester.

- *Scheduled Class*

A class in which a student is currently enrolled.

## 5. Related Documents

- Grievance/Appeal form
- Student Complaints and Appeals Policy
- Supervisors Mid Semester reports
- Readmission of Excluded Students Policy
- Attendance Policy
- National Code of Practice 2007

### Amendment History

<b>Department:</b>	Academic	
<b>Approval Authority:</b>	Academic Board	
<b>Approval Date:</b>	17 November 2014	
<b>Date for Next Review:</b>	November 2020	
<b>Revision Date</b>		
<b>Version</b>	<b>Summary of changes</b>	
10/05/10	1	Details transferred onto new template.
06/10/11	2	Updated formatting in line with UPD
19/06/12	3	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>
09/11/12	4	All references to DEEWR replaced with DIISRTE

30/07/13	5	Complete review of policy to align to current process
01/09/14	6	Updated DIAC to Department of Education-DIBP
17/11/14	7	The policy was reviewed and amended to include the importance of attendance to improve course progress and steps to be taken to review, monitor and address poor performance.
11/03/16	8	The policy was updated and reviewed. Endorsed at SMT on 10/3/16 and approved at Academic Board 11/3/16. The title of the policy was changed (Course to Program)
04/04/17	9	The policy was updated and reviewed to simplify language so students can better understand the conditional enrolment.