

# Academic Progression Policy - HE

**Policy code:** ACA-015

**Version:** 27.0

**Effective date:** 16 July 2024

## Purpose

This policy outlines the basic principles governing student progression through an enrolled course at the College.

## Scope

- All campuses including online
- All accredited courses
- All domestic students - higher education
- All Academic staff
- All Student Support staff

## Policy statement

### Student progression

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. Generally, 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 and students are expected to follow the updated course structure upon its implementation.

Any changes to the mode of delivery for each subject will be clearly articulated in the individual Subject Outline and the Course Brochure after the approval of the Academic Council.

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 if course timetabling is limiting their progression.

Full time study at the College is defined as 75 – 100% normal study load for that course.

Students will not normally be permitted to study more than 100% of the study load allocated to a semester of study for their course (i.e. 10 - 16 credit points) to ensure the best chance of success in study. The impact of overlapping teaching periods will be considered when determining whether a student has exceeded 100% of the study load.

Students may request approval to study greater than 100% for a full teaching period provided that they:

- have a GPA of 5.00 or greater, and
- understand and agree that the higher workload is their choice and hence cannot be used for special consideration.

Approval is not needed when the overload is only for a few weeks and the result of overlapping teaching periods.

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. 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.

To maintain appropriate student progression in all higher education courses, concurrent enrolment in two or more higher education courses or in a higher education and VET course at the College will not be permitted.

Students will not be able to enrol in clinical practicum subjects without a current First Aid Certificate. It is the student's responsibility to maintain currency of their First Aid Certificate for the duration of their practicum studies. Failure to adhere to the timeframes and guidelines for the First Aid Certificate will impact on the student's academic progression. Refer to the *Teaching Clinic Practicum Policy*.

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 *Recognition of Prior Learning Policy - HE and VET*.

## Pre-requisites and co-requisites

Subjects may have pre- and/or co-requisites which ensure students progress through a course with the required background knowledge and skills to be successful and to practice clinical or other skills safely.

Pre-requisites are subjects that must be passed prior to enrolling in a following subject while co-requisites are subjects that must be done at the same time, or prior to, enrolment in a following subject. Pre- and co-requisites will be enforced, and students may not enrol in a subject unless all pre- and/or co-requisites are met.

Students may seek a pre- and/or co-requisite waiver where they can provide evidence that they have met the pre- and/or co-requisites by some other means. The onus is on students to provide detailed evidence of how their skills and knowledge met the pre- and/or co-requisites. Waivers will not be granted for reasons such as wanting to accelerate course progression, previously attempting but failing a pre- and/or co-requisite subject or to maintain a full-time study load.

Applications must be made no later than 3 weeks prior to the start of the teaching period into which they wish to enrol.

Applications for requisite waivers will be assessed by the relevant Head of Department (or their delegate). Where a student is dissatisfied with the outcome of their application, they may seek review of the decision via the Appeal of Academic Decision process. The outcome of the appeal process is final.

Refer to the *Complaints and Appeal Policy - Domestic Students - HE* for more information regarding appeal of academic decisions.

## Enrolment conditions

1. 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
  - 1.5 year qualification; award provided up to 4 years from initial enrolment
  - 1 year qualification; award provided up to 2.5 years from initial enrolment
  - 6 month qualification; award provided up to 1.5 years from initial enrolment
2. 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](#)).
3. 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 an individualised teach-out plan.
4. 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.
5. If a student fails a subject at the end of a teaching period, they must repeat the subject within the next two intakes for that subject. This is to ensure a proper sequence of subjects and pre-requisites.
6. 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.

## Monitoring academic progression

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

### Student at risk (SAR)

This stage includes the following monitoring:

- engagement activities
- first assessment monitoring
- ongoing assessment monitoring
- pre-clinical governance compliance monitoring

As per the *Support for Students At Risk 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 in the *Support for Students At Risk Policy - HE*.

### Unsatisfactory academic progress - Probation

Students' progress is assessed at the end of each half year (Jan-Jun and Jul-Dec) period and poor academic performance will result in the student being placed on probation. Further poor academic progress may result in exclusion.

If at the end of the study period, a student has failed 50% or more of their study load the student will be notified in writing that their academic status has changed to "Probationary Enrolment".

The student's ability to self-enrol will be restricted and students will be required to consult with a Student Success Adviser to develop a study plan to optimise study success; this may include:

- reduced study load during the period of probational enrolment
- required consultations with academic and Student Success Advisers for assistance with study planning.

The probationary enrolment status will remain for a period of 12 months; the status may be removed earlier if the student demonstrates significant improvement in academic progress.

### Exclusion

Students who fail to progress following probationary enrolment may be excluded from the College. Triggers for Exclusion due to poor academic progress include:

- failed 50 percent or more of study load in the current enrolment period, or

- failed the same subject two (2) or more times, or
- has a GPA of less than 3.00.

Students who meet one or more of the above criteria will have their progress reviewed by the Dean – Higher Education and Director of Sales, Admissions & Retention.

Where it is deemed that a student is not progressing in their studies despite the support offered during Probationary Enrolment, they will be Excluded for 12 months and Administratively Withdrawn from their studies.

If the student wishes to re-enrol following 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 Dean - Higher Education. If their application is approved their academic status will be set as "Probationary Enrolment".

A student placed on probational enrolment or excluded from the College has the right of appeal as per the *Complaints and Appeal Policy - Domestic Students - HE*.

## 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 Support Officers (SSOs) and Student Success Advisers (SSAs) can 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/Clinic Supervisor may refer them to Student Support Officers and Student Success Advisers who can provide advice and direction about accessing a professional counselling service, including TalkCampus (higher education peer support platform) and / or the Australian Counselling Service five free counselling sessions 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 two (2) introductory micro-courses to help support student learning and development of academic skills prior to enrolment into the first year. Students may be advised to complete one or both introductory micro-courses if deemed "at risk" by the Dean - Higher Education and Director of Sales, Admissions & Retention .

In addition, students have access to academic consultation in line with the *Student Consultation Policy - Higher Education*.

Additional resources may be offered to students; these resources may be internal or external services and will be advertised to students via the LMS and other relevant communication channels such as the Student Hub.

### 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. Lecturers should not provide private tutoring to students in their current class/es. Student Support Officers and Student Success Advisers are able to give advice and direction to students regarding study groups, referrals to Studiosity (free 24/7 study support), and external tutoring services. These external tutoring services will usually attract an additional fee, to be paid by the student.

### 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 Support for advice and direction.

The College provides access to TalkCampus, a global mental health support network. The support is a free-peer support program for students who are struggling or are worried about their mental health and is supported by mental health professionals.

The College provides access to five free 50 minute counselling sessions with Australian Counselling Service per year. Students can register for these sessions via the [LMS](#) > Vitality Pass

Students may also be provided with contact details for external support programs (e.g. Beyond Blue) or advised to seek professional assistance from a qualified medical professional.

### 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 course. 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 *Support for Students At Risk Policy - HE*.

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 or subject to any decision under this policy has the right of appeal as per the *Complaints and Appeals Policy - Domestic Students - HE*.

## Definitions

**College** - In the higher education sector, the Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. 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 trading names / entities.

**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 0.5 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

This policy suite contains no subordinate procedures.

## Further information

### Related policies

- *Complaints and Appeals Policy - Domestic Students - HE*
- *Course Duration and Progress Policy - International*
- *English Proficiency Policy - Higher Education*
- *Recognition of Prior Learning Policy - HE and VET*
- *Student Consultation Policy - Higher Education*
- *Support for Students At Risk Policy - HE*
- *Teaching Clinic Practicum Policy*

### Related documents

- *Grievance Procedure*

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## External references

Not applicable

## Benchmarking

ACPE

Endeavour (previous policies)

Macquarie University

The University of Queensland

The University of Sydney

## Related legislation

*Higher Education Standards Framework (Threshold Standards) 2021* (Cth).

<https://www.legislation.gov.au/Details/F2022C00105>

## Review and approval

### Policy author

Director of Education

### Policy owner

Dean - Higher Education

### Contact

Dean - Higher Education / Office of the Provost

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### Recommending body

Education Board

Meeting date: 17 November 2022

### Approval body

Academic Council

Meeting date: 05 May 2022



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## Policy status

- Revised - administrative updates only

## Responsibilities for implementation

- Academic staff
- Academic Supervisors
- Dean - Higher Education
- Director of Sales, Admissions and Retention
- Director of Student Operations
- Provost

## Key stakeholders

- Academic staff
- Academic Supervisors
- Examiners Committee
- Heads of Department (Academic)
- Student Success Advisers
- Student Support Officers
- Students