

FACULTY OF ENGINEERING, COMPUTER
AND MATHEMATICAL SCIENCES

UNSATISFACTORY ACADEMIC PROGRESS POLICY

Authorised By: Faculty Board

Date Authorised: 4 August 2009

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Related Documents: *Unsatisfactory Academic Progress by Coursework Students Policy*, available at <http://www.adelaide.edu.au/policies/1803/>
Student Complaints Policy, available at <http://www.adelaide.edu.au/policies/100>

Superseded Documents: This document was originally titled, *Review of Academic Progress Policy for Undergraduate Coursework* (2006)

1. Overview

- a The Faculty of Engineering, Computer and Mathematical Sciences is committed to maintaining the highest standard in student academic performance. The review of unsatisfactory academic progress is an integral element of the University's and Faculty's pastoral care commitment to students.
- b If a student's academic progress in an academic program is consistently unsatisfactory, conditions may be placed on the student's enrolment or the student may be precluded from continuing their enrolment in that program. This policy specifies Faculty procedures to address unsatisfactory academic performance by students who have received Show Cause Notification, in accordance with the University's *Unsatisfactory Academic Progress by Coursework Students Policy*.
- c The Faculty procedures for handling review of a student's academic progress comply with the *Unsatisfactory Academic Progress by Coursework Students Policy*.

2. Scope

- a This policy applies to all academic coursework programs within the Faculty of Engineering, Computer and Mathematical Sciences.
- b This policy covers students who, under the University's *Unsatisfactory Academic Progress by Coursework Students Policy*, have been asked to show cause to the Faculty as to why they should not be precluded from their program of study.

3. Faculty Academic Progress Committee

- a The Faculty Academic Progress Committee will meet after the end of each academic year to consider the preclusion of students who were sent Show Cause Notifications in that academic year.
- b The Faculty Academic Progress Committee shall consist of :
 - i Associate Dean (Learning and Teaching) – Chair
 - ii Academic Staff Member
 - iii Manager, Student Services and Marketing
 - iv Coordinator, Student Services
 - v Committee Secretary

3. Procedures

3.1 Summary of Review Process

Stage 1 – Show cause submission lodged by student with Faculty Academic Progress Committee by date stipulated in Show Cause Notification.

Stage 2 – Review by Faculty Academic Progress Committee of student's academic record and the student's submission.

Stage 3 – Recommendations of Faculty Academic Progress Committee forwarded to Executive Dean.

Stage 4 - Student notified of decision

3.2 Stage 1 - Show Cause Submission

- a Student to make submission in writing and include as much relevant information as possible to aid the Faculty Academic Progress Committee in reaching a decision, including:
 - i The reasons for their academic performance, supported by documentary evidence; *and*
 - ii Any remedial action undertaken since they were advised of being at risk; *and*
 - iii How they intend to improve their academic performance if permitted to continue their studies.
- b Should a student not provide a written submission, the Faculty Academic Progress Committee will conduct its review on the basis of the student's academic record alone.

3.3 Stage 2 - Review by Faculty Academic Progress Committee

- a Faculty Academic Progress Committee to meet annually after the end of the academic year as close as possible to, but not earlier than, **20 business days** from the date the Show Cause Notification is sent; and no later than **15 business days** before the start of the first week of Semester I in the following academic year.
- b Any written submission the student has provided will be considered and balanced against their academic performance with reference to factors including, but not limited to:
 - i The seriousness of the personal circumstances
 - ii The impact of those circumstances on the student
 - iii The level and duration of the unsatisfactory performance
 - iv Any efforts made by the student to address the situation e.g. seeking course advice, counselling
- c A student is permitted to present their submission in person if the student so requests, provided that the student has made a written submission with documentary evidence. The student may be accompanied by a friend or advocate. The request to attend must be clearly indicated on the student's show cause submission; and must be submitted to the Faculty Academic Progress Committee by date stipulated in Show Cause Notification.

3.4 Stage 3 - Recommendations of Faculty Academic Progress Committee

- a** After reviewing the student's written submission and academic record, the Faculty Academic Progress Committee may recommend the following conditions:
 - i** That the student be permitted to enrol in one further semester on a reduced load of 9 units, subject to any additional conditions specified by the Faculty Academic Progress Committee. The Faculty Academic Progress Committee may also set a minimum GPA which must be achieved in the next semester for the student not to be precluded.
 - ii** The student be suspended from their program for one or two semesters.
 - iii** The student be precluded from further studies in their program.
- b** Executive Dean to make final decision based upon the findings and recommendations of the Faculty Academic Progress Committee.

3.5 Stage 4 - Student notified of decision

- a** Student will be notified of the decision within **5 business days** of the decision being finalised.

4. Appeals

- a** Students who have been precluded from their program of study may appeal to the University's Student Appeals Committee on the sole ground that there has been non-compliance with the *Unsatisfactory Academic Progress by Coursework Students Policy*, and such non-compliance amounted to a serious defect in the Faculty Executive Dean's decision. Appeals may not be made on merit grounds. All other decisions of the Faculty Executive Dean under this policy are final and students cannot appeal against them.
- b** A student wishing to appeal their preclusion must lodge a submission with the Student Policy and Appeals Office within **20 business days** of the date of the written notification of preclusion.
(See *Student Complaints Policy*, available at <http://www.adelaide.edu.au/policies/100>)