



## POLICY AND PROCEDURE

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<b>Name:</b>	<b>STUDENT PROGRESSION AND EXCLUSION POLICY</b>
<b>Policy No:</b>	PP3113
<b>Approved by:</b>	ACER Academic Board
<b>Last reviewed:</b>	August 2018
<b>Responsible Division/ Department</b>	Professional Resources Division/ ACER Institute

### 1. Purpose

To determine acceptable Student progress, performance and the grounds for exclusion in ACER Higher Education Courses.

### 2.Scope

This policy applies to all Staff Members and Students.

### 3.Definitions

See: [Glossary of Terms](#).

### 4.Legislation and Related Documents

Affirmative Action (Equal Employment Opportunity for Women) Act 1986 (C'wealth)

Disability Discrimination Act 1992 (C'wealth)

Equal Opportunity Act 1995 (Vic)

Racial Discrimination Act 1975 (C'wealth)

[Australian Qualifications Framework \(AQF\) 2<sup>nd</sup> edn. \(Jan 2013\)](#)

[Disability Standards for Education 2005](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[TEQSA Guidance Note: Course Design](#)

[ACER Student Policies](#)

### 5. Principles

- i. To ensure that all Students have equivalent opportunities for successful progression through their Course or Unit of study.
- ii. To ensure that academic progression processes are timely, transparent, consistent and fair.

## **6. Requirements and Procedures for Determining Acceptable Course Progress**

- i. To meet Course progress requirements a Student must achieve a passing grade in at least two (2) of four (4) Units attempted within the maximum time limit of a full Course Study Period.
- ii. The grades of High Distinction, Distinction, Credit and Pass are passing grades.
- iii. A Student must complete an Award within the designated time limits.

## **7. Roles and Responsibilities if Student Fails to Meet Progress/Performance Requirements**

Staff Members, Students and The Director have roles and responsibilities for monitoring and attaining satisfactory Course and Unit progress and performance.

### **7.1 Responsibilities of Staff Members:**

It is the role and responsibility of Staff Members to:

- i. Explain Course and Unit requirements/expectations, and how to progress successfully.
- ii. Monitor the progress of Students enrolled in her/his Unit or Course.
- iii. Identify and contact a Student (verbally and in writing) who fails to satisfy progression/performance requirements.
- iv. Where possible, discuss with the Student and identify factors which may have contributed to lack of satisfactory progression/performance.
- v. Outline resources, support services, and other choices ACER has available to help overcome the identified factors.
- vi. Request the Student to submit a written plan setting out the steps she/he will take, and the resources which may be required to meet progress/performance requirements.

### **7.2 Role and responsibilities of Students**

It is the role and responsibility of the Student to:

- i. Make genuine attempts to progress academically by meeting expectations associated with Courses and Units, and Assessment Task requirements.
- ii. Contact and discuss with the Staff Member in charge of the Unit or Course if she/he is concerned that personal or professional pressures may result in an unsatisfactory progression outcome.
- iii. As a result of the discussion, identify the preferred strategy and resources required for meeting progression requirements and, where practicable, within seven days submit in writing a personal plan to ensure its success.

### 7.3 Role and responsibilities of The Director

It is the role and responsibility of The Director to:

- i. Provide access to learning development support.
- ii. Provide access to a professional counselling service, and other support services.
- iii. Offer the Student special consideration (Refer ACER PP3117 Special Consideration Policy).
- iv. Organise a Leave of Absence until the factors inhibiting performance have been overcome.

## 8. Exclusion

8.1 A Student may be excluded from a Course for unsatisfactory academic performance. Exclusion may apply if a Student:

- i. Achieves a Fail grade result in two consecutive Units of study. Fails the same Unit twice.
- ii. Behaves in an unprofessional manner, does not meet professional academic standards, or breaches the Code of Conduct while on a placement or practicum.
- iii. Exceeds time limits for the completion of an Award.

8.2 Notification of exclusion and right of appeal

A Student who meets any of the criteria for exclusion in 8.1 will receive a Notice of Exclusion with an explanation of the reason for the Notice. The Notice will also state that the Student has the right to appeal if she/he believes extenuating circumstances led to exclusion. (Refer ACER PP3118 Academic Appeals Policy).

8.3 Appeals against exclusion

Appeals against exclusion should be in writing and set out the reasons for the appeal, addressed to The Director, and lodged within 14 days of receipt of the Notice.

Where practicable, The Director should within 14 days convene the ACER Academic Appeals Committee to decide whether the exclusion should be upheld or overturned. In addition, the Committee may specify the duration of the exclusion and the conditions which must be met before re-enrolment will be considered.

A decision by the ACER Academic Appeals Committee is final.

8.4 Course changes

A Student who has been excluded/terminated from a Course due to failure to achieve satisfactory academic progress (first instance of exclusion from a Course) may apply for admission to another Course. Approval for admission to another Course is at the discretion of The Director, and conditions may be applied.

## 9. Dispute Resolution

Should a dispute arise in relation to the interpretation or application of this policy or its procedures a Grievance may be notified and managed in accordance with the ACER PP3111 Student Grievance Resolution Policy.

Note: The Student Grievance Resolution Policy cannot be invoked to overturn a decision made by the ACER Academic Appeals Committee.

## 10. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it.

The policy will be available online at:

<https://www.acer.org/professional-learning/postgraduate/students/policies>.

## 11. Version Control

Authorised by: ACER Academic Board

Maintained by: Director ACER Institute

Written: March 2013

Review: November 2020

Version: 5

Version Control	Date Effective	Amendments by	Amendment
1.	23/1/2013	E. Hartnell-Young	Logo, Page Numbers, Scope
2.	14/03/2013	C. Kemp	Formatting
3	12/11/2015	G. Appleby	Definitions, Purpose, Scope, Awareness of Policy, Version Control details, formatting.
4	17/8/2016	P. Taylor-Guy	Added section 5 Principles New 7.1 i and 7.2 i Added 8.4 New 8.1 iii Remove table of Definitions and add link. Update Legislation and Related Documents. Update Version Control
5	1/8/2018	P. Taylor-Guy	Update URLs and version control. Quality and alignment check.