

POLICY TITLE: Student Progress and Exclusion

Purpose

To ensure all students and staff follow the Photography Studies College (Melbourne) policy, principles and procedures related to student progress throughout the student life-cycle.

Policy

Students enrolled in the Photography Studies College (Melbourne) courses are subject to satisfactory course progress and completion requirements. Unsatisfactory progress may result in exclusion processes. This Policy and Procedure sets out the principles and processes to be followed in order to monitor the progress of all students and in dealing with students who might be categorised as not meeting academic progression requirements and that may ultimately lead to possible exclusion.

Photography Studies College (Melbourne) attends to the needs of students regarding their academic progress by:

- Ensuring students are fully aware of academic progression requirements
- Identifying and alerting students not meeting these requirements
- Identifying and alerting students who may be deemed 'At Risk' with regard to their progress in certain subjects/units
- Providing assistance to students in order to address issues affecting progression

Procedures

Satisfactory Progress

- Students are required to complete all subjects/units in a particular year level in order to be eligible to progress to the following year level.
- Under exceptional circumstances students may be permitted to proceed without successful completion of all subjects/units provided they (i) have completed the necessary pre-requisites for the subjects/units about to be undertaken and (ii) that they will repeat any failed subjects/units.
- Being permitted to proceed to the next year of the course does not in itself imply or infer that subjects/units have been completed or passed.

'At Risk' Status

A student may be deemed "At Risk":

- By a teacher if they have poor academic performance in a subject/unit or subjects/units. This will be identified at regular teachers meetings or
- They have unsatisfactory attendance

A student who has a status of “At Risk” for a study period is required to attend a student progress meeting with the Year Level Convenor, the Course Convenor and/or the VET Course Director or Academic Director about their academic progress.

During the student progress meeting, Academic Staff may specify a study program that the student is required to undertake and may recommend other action that the student may take to improve their performance. Where a study program is specified, the details are to be advised to the student in writing and placed on the student’s file.

Exclusion

- Where a student is deemed ‘At Risk’ and has failed to successfully complete the prescribed study program as advised at the student progress meeting, over a period of two study periods, the student may be notified to show cause as to why they should not be excluded from the course.
- The notification will give a due date for a response, being 14 days from the date of the notification
- This response will be considered by the Course Convenor and/or the VET Course Director or Academic Director and a decision about the student’s ability to continue will be determined.
- If no response is received, or if it is deemed appropriate, the student will be excluded from the course.
- The student has a right to appeal this decision in line with the *Grievance Handling Policy & Procedure (for Academic and Non-Academic matters)*.
- Where a student’s appeal against exclusion is upheld, the student may resume their enrolment in the course.
- An application for re-admission after exclusion will be assessed by the VET Course Director or Academic Director in consultation with the Director Communication and Students.

Definitions

Exclusion

Exclusion means that the student is not permitted to remain enrolled in the course. However, the student may re-apply for admission to the VET Course Director or Academic Director after a period of 12 months after the relevant study period for which the Exclusion was enforced.

Study period

This refers to a single cycle of the period of study in which a subject is taken.

At Risk

At Risk status means a student’s poor progress in a subject, or a series of subjects/units, is placing them in danger of failing that subject/unit (or subjects/units) and not being able to progress further.

Show Cause

Where a student is asked to “show cause”, it means that Photography Studies College (Melbourne) requires a student to provide a written justification as to why they should not be excluded from the course.

Unsatisfactory attendance

This is attendance that falls below the required 80% attendance threshold for a particular subject.

Related Documentation

Policies

Fair Treatment and Equal Benefits and Opportunity
Grievance Handling Policy and Procedure (for Academic and Non Academic matters)
Assessment
Course Completion and Graduation

Procedures, Forms & Documents

Risk of Unsatisfactory Progress Letter

Publishing Details

Policy number: HED_VET_AC008_v4

Status: Final

Approved: 27/09/2017

Review Date: June 2019

Julie Moss - Managing Director

Published: September 2017

