

## **POLICY TITLE:** Student Progress and Exclusion

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### **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.
- 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 Convenor, the VET Course Director and/or the Higher Education Course 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 then failed to successfully complete the prescribed study / training plan as advised at the student progress meeting 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 Convenor and/or the VET Course Director and/or Higher Education Course Director and a decision about the student’s ability to continue will be determined.
- If no response is received, the student may 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 Higher Education Course Director in consultation with the Academic Director.

## **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 Higher Education Course 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**

Unsatisfactory attendance refers to consecutive non-attendance of subjects/units sessions which would impede or prevent students from satisfactory completion.

This also includes attendance that falls below the required 80% attendance threshold for a particular subject/unit overall.

## **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  
Monitoring, Notifying & Reporting of International Students

### **Procedures, Forms & Documents**

‘At Risk’ Letter

## **Publishing Details**

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