

Context and Purpose

This Procedure prescribes the procedures for identifying and supporting students who are making unsatisfactory academic progress.

This Procedure should be read in conjunction with the [Assessment Policy and related Procedures](#).

This Procedure applies to all students enrolled in:

- enabling programs
- undergraduate and postgraduate coursework programs
- coursework components of postgraduate coursework programs with a significant research component, as defined and managed under policy [A-49: Postgraduate Coursework Degrees with a significant research component](#).

In this Procedure references to Program Director or Course Coordinator may be read to refer to UniSA Online Program Facilitator or Course Facilitator.

Responsibility

The Provost and Chief Academic Officer is responsible for organisation-wide adherence to this Procedure.

Procedure

A. Student support and academic progress

1. The University will monitor students' academic progress and support students at risk of not successfully completing their program of study by identifying such students at an early stage to offer them targeted support (in addition to the support that is available to all students throughout the academic year). A tiered approach to targeted support will be implemented so that the level of support increases with the stages in the academic review process.
2. The impact of students' circumstances will be taken into account when assisting students who are experiencing difficulties with their studies. Students will be informed about relevant support services and the process to make an application for consideration of special circumstance where appropriate.
3. As part of good teaching practice, academic staff are also responsible for providing support to students at academic risk by making adequate time available for giving advice and assistance to those students or recommending that they seek appropriate personal and/or academic support.

4. Possible support may include but is not limited to:
 - a. group academic counselling organised by the Academic Unit
 - b. discussion between the student and the Course Coordinator, Program Director or Program Facilitator either in person, or via email or phone/internet telecommunications
 - c. a recommended program of study over a specified period of time to assist the student's progress
 - d. a reduction in load
 - e. leave of absence
 - f. an Academic Support Plan developed with the Program Director, Program Facilitator, or delegate
 - g. transfer to an alternative program where appropriate

B. Academic review

5. A schedule of the academic review periods will be published at least annually on the University website.
6. At the end of each academic review period each student's results will be assessed against the criteria used to identify students who have made unsatisfactory progress.
7. The criteria for unsatisfactory progress are:
 - a. failing a course for the second time, or
 - b. failing 50% or more of courses in an academic review period (must be greater than a single course enrolment), or
 - c. failing a practice-based learning activity, where that failure constitutes failure in the course.
8. A student who has been identified as making unsatisfactory progress will receive a notification in the form of a written communication that will include an offer of support. An academic review notation will also be entered on their student record indicating they have been 'notified' for that academic review period. If a student receives a second notification at the end of a subsequent academic review period (not necessarily a consecutive period) they will be offered additional support.
9. Students enrolled in a UniSA enabling program who have received a final grade of F2 for all courses in an academic review period will be sent a second level notification.
10. Where an Academic Support Plan is developed as part of the support process, a copy will be provided to the student and to Campus Central to be retained on the student's record.
11. Students are expected to engage with the support offered, including undertaking actions set out in an Academic Support Plan. A student's level of engagement with support offered by the University will be a factor taken into consideration should the student subsequently appeal a preclusion decision.
12. A student's academic review status remains unchanged in circumstances where the student is transitioned to a new program as a result of the program approval process.

C. Procedures for preclusion

13. Students will be identified for preclusion if they meet the criteria for making unsatisfactory progress in their program (as defined in clause 7) **in three or more** academic review periods.
14. Students to be precluded will be notified in writing. The notification will include all reasons for preclusion and that:
 - a. they have the right to appeal the decision to the Preclusion Appeals Committee (see section D)
 - b. their enrolment in the program will be discontinued if they do not appeal, or their appeal is denied
 - c. application for re-admission to a program at the same level in the same discipline, or at a higher level regardless of discipline, will not normally be reconsidered for two years
 - d. application for re-admission will follow normal procedures and is not guaranteed, and
 - e. students who gain re-admission will be classified as new students for the purposes of assessing fees and eligibility for Commonwealth support or assistance.
 - f. International students will, in addition, be advised that:
 - i. the preclusion will be reported to the Australian Government which will result in the cancellation of their Confirmation of Enrolment (CoE) and may affect their student visa
 - ii. if they access the internal appeals process their CoE will be maintained pending the outcome of the appeal.

A copy of this correspondence will be retained on the student's record.

15. If a student does not appeal or an appeal is denied, the preclusion will be recorded against the student's program.
16. If a student is precluded from a bachelor award and is also enrolled in a related concurrent award, the preclusion will apply to both awards.
17. A student cannot submit an appeal directly to the Student Appeals Committee without their case first being heard by the Preclusion Appeals Committee (see section D).

D. Appealing against preclusion

18. The Preclusion Appeals Committee will consider appeals against preclusion from a program. The composition of this Committee will be:
 - a. Three academic staff with significant experience in implementing academic policy, nominated by the Provost and Chief Academic Officer. The academic staff members will normally either be members of an Academic Unit executive team or hold level D or E positions. One will be nominated to serve as chair for a 12 month term.
 - b. A General Manager or a Program Services Manager from an Academic Unit.
 - c. A representative from Student and Academic Services.
 - d. A member of the USASA Board, or nominee.

19. The Committee may proceed even if all members are not present, provided there is a quorum of three, which must include the chair.
20. Students intending to appeal against preclusion must submit the prescribed form with Campus Central or UniSA partner administration office within 20 working days from the date on the preclusion communication. Appeals must be supported by relevant documents, for example any action taken by the student in response to previous intervention strategies.
21. The relevant Program Director will be invited to make comment to the Preclusion Appeals Committee about the decision to preclude the student.
22. The student will be notified in writing at least five working days before the Committee is due to meet and will be invited to attend the meeting to present their appeal. The student may be assisted or represented at the meeting by:
 - a. a USASA Advocacy Officer, or
 - b. a representative of the UniSA partner institution if the student is studying offshore, or
 - c. any UniSA staff member or student.

If the student is unable to attend in person, they may participate via phone/internet telecommunications.

23. No party will be permitted to have legal representation at an appeals hearing.
24. If the student raises new or additional information in support of their appeal, the Preclusion Appeals Committee may require the student to provide supporting documents within a specified time frame. If the student does not provide the supporting documents as requested, the Committee will determine the outcome on the basis of the original appeal.
25. Students may continue their program of study while awaiting the outcome of an appeal.
26. The Preclusion Appeals Committee will notify the student of its decision in writing within five working days from its final meeting for the review period. The Committee may specify conditions associated with the student's continued enrolment if it determines that the student's appeal will be upheld.
27. Where the Committee denies the student's appeal, the communication will include all reasons for the decision and provide information about further appeals, if relevant. Copies of the communication will be retained on the student's record.
28. If the Preclusion Appeals Committee denies the student's appeal, their enrolment will be amended to state that they have been precluded, unless they lodge an appeal with the Student Appeals Committee. The appeal must be lodged using the prescribed form within 20 working days of being notified of the Preclusion Appeals Committee's decision. See the [Student Appeals Committee Procedure](#) for further information.
29. A copy of all correspondence, and any other relevant documentation, must be provided to Campus Central or UniSA partner administration office to be retained on the student's record.

30. A record of the Preclusion Appeals Committee will be kept and include:
- a. the date and time of the meeting
 - b. the members of the committee
 - c. the information considered by the committee in reaching its decision
 - d. the decision reached, and
 - e. the reasons for the decision.

The record will be retained by Campus Central.

Further Assistance

[Campus Central](#)

[Student and Academic Services Policy Team](#)

Related Documentation:

[Assessment Policy](#)

Officer Responsible for Update and Review: Registrar and Director: Student and Academic Services

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