

ACADEMIC PROGRESSION AND EXCLUSION PROCEDURE

PURPOSE

This procedure details the steps the Whitehouse Institute will take to monitor student progression and manage those student's who are identified as being 'Academically at Risk'.

Students are identified as 'Academically at risk' when they have:

- In their first term of enrolment fail to achieve a passing grade in 50% of the subjects in which that student has been enrolled in the current term, or
- Over the most recently elapsed two terms, fail to achieve a passing grade in at least 50% of the course in which to student has been enrolled, or
- Failed the same subject twice, or
- Failed to successfully complete required components as designated by the Department/faculty.

PROCEDURE

Identification

1.1 Within seven (7) days after grades are generated for that semester, Student Administration will generate reports identifying students who meet the criteria for 'Academically at Risk'

1.1 Where this is the first time the student has been identified as 'Academically at Risk' a letter is automatically generated to each of these students, inviting them to meet with the Academic Coordinator to discuss their academic progress

1.2 The student and the Academic Coordinator identify support services that the student can access to assist them to improve their academic results. The student and the Academic Coordinator mutually agree on a plan for accessing those support services, that may include provisions for

- Undertaking additional English Language training/assistance
- Undertaking enabling courses
- Participating in further counselling
- Restructuring their program, including deferment of their program in full or part
- Changing their program
- Any other recommendation

1.3 This plan is a contract between the Institute and the student

1.4 Copies of this plan are forwarded to the student and Student Administration for filing

1.5 Where this is the second time the student has been identified as 'Academically at Risk', a list is generated and forwarded to the Program Coordinator identifying these students as having been under contract to the Institute for previously been identified as 'Academically at Risk'

1.6 A 'Show Cause' letter is generated by Student Administration. The letter informs the student that they must show cause as to why their enrolment should not be cancelled.

The student must respond in writing to the Program Coordinator within five (5) working days of receipt of the letter. It is expected that the student's response should include supporting documentation

1.7 Upon receipt of the student's response to the show cause letter, the Program Coordinator will consult with the Academic Coordinator and relevant lecturers and/or tutors. The Program Coordinator may consider the entire academic record and attendance reports of the student at this point

1.8 Within 15 days of having received the student's letter, the Program Coordinator will write to the student notifying them of the outcome of their considerations. Possible outcomes may include:

- Cancellation of enrolment
- Changes to enrolment, including deferment or change to different award

1.9 The Head of Department will provide the Student Administration Manager with a list of those student's whose enrolment is to be cancelled or changed

1.10 Where a student fails to respond to the 'Show Cause' letter, then their enrolment may also be jeopardised

1.11 Any cancellation or changes to enrolment will be applied at the end of the student's current term of enrolment

1.12 The Student Administration Manager will officially notify students in writing of the cancellation of their enrolment, or any changes to it

1.13 Student Administration will retain all copies of letters and other related documentation

1.14 Students who have had their enrolment cancelled due to unsatisfactory academic progress may not enrol in another Bachelor award at the Whitehouse Institute for a period of two (2) years.

This policy was approved by the Academic Committee on 27 February 2007 and is set out in the Student Handbook, Staff Handbook, Policy and Procedure manual and is published on the Whitehouse Institute website www.whitehouse-design.edu.au