

## ACADEMIC PROGRESSION POLICY

### PURPOSE

Whitehouse Institute acknowledges the responsibilities it has in admitting an educationally, culturally, economically and socially diverse student body. This document details the Whitehouse Institute's policy in regards to the efficient and effective monitoring of student progress as it is in the interests of both the student and the Institute to make the best possible use of available resources.

### POLICY

The Whitehouse Institute of Design values the diverse backgrounds of its students, and appreciates the differing motivation and achievement levels each student may have. The Institute provides support services to assist students to achieve course objectives and have positive learning experiences.

The Whitehouse Institute of Design expects its students to take responsibility for their learning, and seek assistance as required. Concomitantly, the Institute has a responsibility to maintain its academic standards, and its standing in the wider community and therefore insists that students maintain satisfactory levels of achievement in their academic study.

Students who cannot meet the subject requirements for a subject (either because they have not accessed support options, or access to support options has not been effective) and have been identified as Academically at Risk may be required to show why they should not be excluded from the course/subject and/or why their enrolment should not be cancelled.

This policy details the process for monitoring student progression. To ensure early intervention, student progress is monitored each term.

### DEFINITIONS

#### Academically at Risk

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

- In their first semester of enrolment fail to achieve a passing grade in 50% of the subjects in which that student has been enrolled in the current semester, or
- Over the most recently elapsed two semesters, 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.

#### Cancellation of enrolment

Cancellation of enrolment effectively ceases the student's right to access the services and facilities of, and provided by, the Whitehouse Institute of Design. The student will be forwarded a final statement of account, and a Statement of Results detailing their academic achievements to date.

## Enrolment

Enrolment in an award is dependant on the student meeting the selection criteria for that award, and the student making payments for that award.

## Course objectives

These are the objectives as provided in the course documentation. They detail what the aim of the course is, and what a student is expected to achieve as a result of actively participating in that course.

## Exclusion

Where a student is no longer eligible to participate in a particular course. This will occur when a student has failed the same subject twice. A substitute course must be undertaken to ensure the specific requirements of the award are met.

## Satisfactory achievement

This is recognised as a grade of 50% or more for that course.

## Student

A person who is enrolled in any subject or subjects offered by the Whitehouse Institute of Design. A student whose application for enrolment has been successful and who has paid the appropriate fee.

## Support services

These are services that are provided to assist the student to satisfactorily meet course requirements. They can be provided on or off campus and may include study support or personal counselling services.

## Unsatisfactory achievement

This is recognised as a grade of 49% or less for that course.

This policy was approved by the Academic Committee on 27 February 2007 and is set out in the Student Handbook, Staff Handbook, Policy and Procedures manual and published on the Whitehouse Institute website [www.whitehouse-design.edu.au](http://www.whitehouse-design.edu.au)