Policy Name	STUDENT PROGRESSION AND EXCLUSION POLICY
Policy Number	**A009_PO_HE (Academic)**
Purpose	The purpose of this policy is to define the conditions under which progression and non-progression is determined.
Scope	This policy applies to all Whitehouse Institute of Design, Australia (Whitehouse) students in all accredited higher education courses. Including: • FEE-HELP and non FEE-HELP students • local and overseas students.
Policy Statement	Whitehouse is committed to maintaining a high academic standard and ensures that students maintain satisfactory levels of achievement in their academic study across all areas. Early intervention and support of students academically at risk gives the students the best chance of success. Student course progress will be assessed and reviewed periodically in accordance with identified progression points within each subject of all courses. Unsuccessful progression occurs in the following instances: • a student fails 100% of a study period • a student withdraws or defers without notice. For example, non-attendance for an extended period and/or non submission of required assessment tasks. In this situation a NO ATTEMPT or FAIL mark is recorded for all units of study undertaken during the study period • a student informally withdraws or defers during a study period and then discontinues studies without following the correct changing enrolment process (i.e. non-completion of formal documentation). Formal progression assessment is undertaken at the end of a progression period. There are two progression periods within each study period of the academic calendar. Whitehouse recognises the correlation between attendance and levels of academic success. All students are expected to attend all classes. Students are informed about the course requirements, attendance and progression periods at the start of each study period. Students are required to successfully complete all subjects in the course in order to be awarded a qualification. Reviews of students' academic performance must be conducted in a consistent and equitable manner. Whitehouse will monitor all student attendance and academic performance and manage students who are identified as being 'Academically at Risk' by providing academic support and personal support services as required. Whitehouse is committed to informing students about the type of support services available to them prior to and post- enrolment. These are detailed in the Student Handbook, Student Support Services Policy on the website and are also covered during orientation. Whitehouse expects students to take responsibility for their learning and are therefore encouraged to seek assistance as required.

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An intervention action will apply to each student whose performance is considered at risk or is deemed to be unsatisfactory in accordance with the Student Progression and Exclusion Procedure.

Interventions are to be applied in a timely and consistent manner to ensure that all students have the best opportunity to academically succeed.

Students deemed 'Academically at Risk' whose progression has not advanced may be deemed 'Ineligible for Assessment'. A student may not be excluded before he or she has had a warning letter or course review.

International Students – Monitoring Progress, Attendance and Course Duration

Whitehouse complies with the TEQSA Framework, ESOS Act 2000 and its regulations. Whitehouse monitors overseas student academic progress and is obligated to report overseas students who fail to comply with academic progress guidelines as per Standard 8 of The National Code 2018.

The Student Progression and Exclusion Policy and Procedure assists Whitehouse in monitoring assessing and documenting an international students overall progress. This process assists Whitehouse and Student Administration in ensuring that all overseas students are in a position to complete the course within the expected duration of their CoE. Student Administration will ensure that the expected duration of study specified in the international students CoE must not exceed the CRICOS registered duration of the course.

All overseas students are informed of what the institute deems “satisfactory course progress” during their application interview and at orientation.

In accordance with The National Code 2018, the Institute may initiate a suspension or cancellation if;

-There is a evidence of misbehaviour as outlined in the Student Code of Conduct

-The student has failed to pay the required tuition fee amount to the Institute as stated in the written agreement.

-There has been a breach of course progress or attendance as per Standard 8, The National Code 2018.

Whitehouse may initiate a suspension or cancellation due to unsatisfactory course progress if;

-The overseas student has been informed of the intention to suspend/cancel has been issued in writing.

-Advise the overseas student of their right to appeal the decision in accordance with Standard 10 of The National Code 2018, within 20 working days of receiving the letter of intent to cancel/suspend.

If the overseas students enrolment is cancelled/suspended, the Institute will take the appropriate reporting action required under Section 19 of the ESOS Act 2000.

Relevant Legislation

- Higher Education Standards Framework (Threshold Standards) 2015
- 2016 Higher Education Support Act (2003)
- Australia Qualifications Framework (AQF)
- Education Services for Overseas Students Act 2000 (ESOS)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Commonwealth Register of International Courses for Overseas Students (CRICOS)

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Key Related Documents	Student Progression and Exclusion Procedure Access and Equity Policy Access and Equity Procedure Academic Grievance and Appeals Policy Academic Grievance and Appeals Procedure Notification to Withdraw or Defer Studies Form Incidental Fee Schedule Refund and Withdrawal/Deferment Policy
Definitions	The following definitions apply for the purpose of this Policy. A Student is deemed **'Academically at Risk'** if they: • fail for the first time the first assessment submission in any subject in the course • fail 50% or more of the course at each progression period or • fail to attend three consecutive classes per subject or • has failed the same subject twice or • has failed to meet any conditions previously imposed on the student's enrolment by the Academic Director or • exceeds the maximum period allowed for attempting the course of study. **Confirmation of Enrolment (CoE)** Is a document that confirms your enrolment as an international student and states the start and end dates of your course of study. **Maximum time to Complete a Course** Except where the Academic Director determines otherwise, the maximum time for a domestic student to complete a course will be calculated by doubling the years required to complete the course on a normal full-time study load and adding one year. Exceeding the maximum period for a course will not trigger an automatic exclusion but will act as a flag for the Academic Director to require the student to justify his or her continuing in the course of study. The Academic Director will need to negotiate with the student an agreed target date for completion. **Progression Period** The period of study at the end of which a student's academic progress is formally assessed. Firstprogression period - aligns with the assessment period for the first assessment submission in each subject of the course. This is usually Teaching Week 6 of the Academic calendar. Second progression period – aligns with the assessment period for the overall subject, at the end of the study period.
Responsible Officer	Academic Director
Approval Authority/ Authorities	Academic Board
Date Approved	02/05/2019

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Date of Commencement	03/05/2019
Date for Review	02/05/2022
Documents superseded by this Procedure	008-11 P Student Progression and Exclusion Policy 008-11 D Student Progression and Exclusion Procedures
Amendment History	02/2019 Formatting, updating terminology and updating international students with reference to National Code 2018. 05/2018 Re-branding – Header & Footer only 10/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments 01/2013 Changed formatting - included procedure and policy in one document Minor adjustments and inclusions to policy wording 19/09/2016 19/09/2012 Approved. (p.16 of Board Papers) **NOTES:** The Student Progression and Exclusion Policy & Procedure (G:\ACADEMIC\POLICIES and PROCEDURES\Academic\Final Version in Word and G:\ACADEMIC\POLICIES and PROCEDURES\Academic\Final Version in Word) state that Date Approved was 9 Dec 2011 by the Academic Board but the Cancellation Policy (G:\ACADEMIC\POLICIES and PROCEDURES\Draft) states that it has been approved at 19 September 2012 by the Board of Governors
Signed and dated for Whitehouse Pty Ltd	Signature: Name: Leslie Taylor Date: 2/5/19

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Academic Staff Administration Staff Students

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