



## ACADEMIC PROGRESS OPERATIONAL POLICY

Approved by Academic Board on 01 March 2000  
and incorporates all amendments to 12 August 2008

This document made pursuant to Assessment and Academic Progress enabling policy -

***This policy came into effect on 1 March 2000 and incorporates all amendments to 12 August 2008.***

Academic progress at Deakin University is governed by the following Statutes and Regulations of the University:

- Statute 5.3 Assessment and Academic Progress
- Regulation 5.3(1) Assessment and Academic Progress in Higher Education Award Courses

### POLICY

#### **1. Grounds for Exclusion from the Course**

- 1.1** Exceeding maximum period of candidature (see paragraphs 6–8).
- 1.2** Failure of a compulsory unit twice, or, where specified in the course rules adopted by a faculty board, failure of a compulsory practicum once.
- 1.3** Failure to comply with an enrolment restriction/prescription imposed by the Faculty Academic Progress and Discipline Committees (FAPDC) or the Academic Appeals Committee.
- 1.4** Failure of more than 50% of enrolled credit points in the course in the preceding two active semesters of enrolment.

#### **2. Grounds for Restriction/Prescription**

- 2.1** Where a student has successfully appealed an exclusion, a restricted enrolment may be imposed by the Academic Appeals Committee.
- 2.2** Where the grounds for exclusion exist but the FAPDC decides not to proceed with the exclusion.
- 2.3** Failure of 50% of enrolled credit points in the course in the preceding two active semesters of enrolment.
- 2.4** Failure of a non compulsory unit twice.
- 2.5** To ensure completion within the maximum period of time allowed.

#### **3. Grounds for Issuing Warnings to Students**

- 3.1** This policy places a strong emphasis on student support and preventative measures. Students who do not appear to be making satisfactory academic progress should be advised of the risks they face, the avenues open to them and the availability of course advice and support services. Such information should be included in 'warning' letters issued, where applicable, at the end of either first or second semester.

- 3.2** Failure of 50% or more of enrolled credit points in the course in the semester under review.
- 3.3** When a Student is unlikely to complete in maximum period of candidature: where the FAPDC becomes aware that the student is unlikely to complete the course within the maximum period of candidature for the course, unless an enrolment restriction or prescription is imposed, the student should be advised of this prior to the imposition of the enrolment restriction/prescription.

#### **Scope**

- 4.** The Academic Progress policy applies to the assessment of the academic progress of all students enrolled in award courses (higher education) with the exception of Higher Degree by Research courses.

#### **Period of Review**

- 5.** This policy defines the period under review by the FAPDCs as the preceding two active semesters. The term 'active' refers to any semester in which the student is enrolled in the course but would not include a period of intermission.

#### **Maximum Candidature**

- 6.** The maximum period of candidature for coursework programs is normally calculated using the following formula:

$$2n + 1u \text{ (not including periods of intermission)}$$

where  $n$  = the time taken to complete the equivalent full time load, normally 8 credit points per year, and

$u$  = year/semester, depending on the unit of measure of  $n$

e.g. for a three-year undergraduate degree,  $n=3$  years,  $u=1$  year ( $2n + u=7$  years); for a Graduate Certificate,  $n=1$  semester,  $1u=1$  semester ( $2n+1=3$  semesters).

- 7.** The formula for establishing the maximum period of candidature takes into account the importance of the currency of knowledge in completing an award and it ensures the fair treatment of all students regardless of the number of credit points they are required to complete.
- 8.** Faculty boards have the discretion to vary the period of candidature if necessary for postgraduate courses and postgraduate and part time students normally up to a maximum of ten years.

#### **OTHER SUPPORTING DOCUMENTS**

- Academic Appeals Committee Student Hearings: Rules of Procedure
- Faculty Academic Progress and Discipline Committee and Faculty Committee Student Hearings: Rules of Procedure

#### **RESPONSIBLE OFFICER**

The Chair of the Academic Board is assigned as the responsible person/compliance officer for this policy and any related procedures.

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