

<b>Title</b>	<b>Student Academic Progress and Course Completion Policy</b>
<b>Category</b>	Academic
<b>Version</b>	v1.0
<b>Approval Authority</b>	Academic Board
<b>Policy Owner &amp; Contact</b>	CEO & Dean or delegate
<b>Approval Date</b>	24/07/2025
<b>Renewal Date</b>	2 years from the Approval Date
<b>Review Date</b>	3 months prior to Renewal Date
<b>Related Churchill Institute of Higher Education Documents</b>	<p>Admissions Policy</p> <p>Assessment and Examinations Policy</p> <p>Enrolment Policy</p> <p>Student Fees Policy</p> <p>Student Grievance Management Policy</p> <p>Support for Students Policy</p> <p>This policy replaces and rescinds the <a href="#">Student Progression and Graduation Policy</a> (effective until the Start Date of Semester 2/2025 when this policy is effective).</p>
<b>HESF 2021 Standard</b>	1.4, 2.4, 6.3, 7.2
<b>National Code (2018) Standards</b>	6, 9, 10
<b>Other Legislation</b>	N/A

# STUDENT ACADEMIC PROGRESS AND COURSE COMPLETION POLICY

## 1 PURPOSE

- 1.1 The purpose of this document is to outline the principles and policy for student academic progress; the identification and management of students at academic risk; and for course completion at Mpika Holdings Pty Ltd (ACN: ) trading as Churchill Institute of Higher Education (CIHE) or “the Institute” or “Churchill Institute”.

## 2 SCOPE

- 2.1 This policy applies to all students; and staff with academic and administrative responsibilities relating to managing students’ academic progress and course completion .

## 3 DEFINITIONS

- 3.1 **Academic Appeal** means an opportunity to appeal an academic decision made by the Institute in accordance with the Student Grievance Management Policy.
- 3.2 **Academic Caution** is issued within the first half of the semester as early intervention to a student who has not shown any evidence of engagement with their studies, who is likely at risk of being issued an Academic Warning at the end of the semester. Reasons for an Academic Caution include (but are not limited to) not submitting or failing a formative or summative assessment item worth ten percent or more ( $\geq 10\%$ ) of the unit’s total marks, failure to attend classes during the first 3 weeks of semester (or equivalent for semester 3) ; and as otherwise defined in section 6.1 of this policy. It cautions the student that should their poor attendance or unsatisfactory academic performance continue, they are at risk of failing the applicable unit(s) that may also result in the issue of a formal Academic Warning.
- 3.3 **Academic Progress** means that rate at which a student progresses through their course based on the number of units they pass each semester; and the progression rate is calculated as the number of units passed each semester / the number of units of enrolment each semester.
- 3.4 **Academic Warning** is a notification issued when a student fails to meet the Progression Rules in any semester of enrolment. The Institute shall issue two (2) Academic Warnings at most during a student’s enrolment at the Institute.
- 3.5 **Academic Warning 1** is issued after the release of results each semester and advises affected students that they have failed to meet the Progression Rules and are now “at risk” of not progressing in their course and completing it by their CoE’s course End Date. Students issued Academic Warning 1 will be required to meet with student support staff and complete a Learning Management Plan.

- 3.6 Academic Warning 2** is issued when a student has failed to meet the Progression Rules for a second and consecutive semester that recommends their enrolment in their course is cancelled. A student may submit an Academic Appeal within twenty (20) days of its issue; and their enrolment will be not be cancelled until a) after 20 days if no academic appeal is submitted by the student; or b) until after the academic appeal process is exhausted.
- 3.7 Compassionate or compelling circumstances** means when a student has a serious illness or injury, where a medical certificate states that the student was / is unable to attend classes for the duration or majority of the semester; bereavement of close family members (parents, siblings or grandparents); a major political upheaval or natural disaster in the student's home country requiring emergency travel; a traumatic experience, which could include involvement in, or witnessing of, an accident and / or a serious crime.
- 3.8 Extraordinary circumstances** mean circumstances that were beyond the control of the student, which occurred unexpectedly and that are not considered as normal or usual.
- 3.9 Formative Assessment** means an assessment that does not count towards the final mark of a unit of study, and whose purpose is provide feedback to students to improve their learning; and to help students identify their strengths and weaknesses and to target areas that need work.
- 3.10 Institute** means Churchill Institute of Higher Education (CIHE).
- 3.11 Learning Management Plan** is a plan developed by student support staff in consultation with teaching staff and a student who has been issued an Academic Warning that documents the recommended support activities for a student to access and complete to improve their academic performance.
- 3.12 Progression Rules** are the rules of the Institute that determine if a student is making academic progress in their course.
- 3.13 Summative Assessment** means a formal assessment that may be any type of assessment (examination, assignment, presentation, etc) that counts towards the final mark of a unit of study.

## **4 PRINCIPLES**

- 4.1** Maintaining satisfactory academic progress is essential for students to remain motivated and to complete their course within the specified timeframe; and for CIHE to manage achieve its student academic performance targets.
- 4.2** The Institute will ensure that each student's academic progression is appropriately monitored throughout their course, including early intervention; and that appropriate support is provided to maximise students' academic success.
- 4.3** The Institute will provide transparent procedures for identifying, notifying, monitoring and supporting students who are not meeting academic progression requirements; and the ability to submit an academic appeal if notified for enrolment cancellation.

## 5 POLICY: ACADEMIC PROGRESS

- 5.1 Students are required to maintain academic progress to complete their course by their course End Date; and for international students, to comply with their student visa conditions.
- 5.2 The Progression Rules, are:
  - 5.2.1 Achieving a Pass (P) Grade or higher for over fifty percent (> 50%) of the units for which they were enrolled after the census date of the semester.
  - 5.2.2 Passing a failed unit on the second attempt (no further attempts permitted).
  - 5.2.3 Completing their course by their CoE's Course End Date.
- 5.3 The academic status of each student will be determined by the Progression Rules:
  - 5.3.1 *Good Standing* - the student has satisfied the progression rules, as their academic progress is satisfactory.
  - 5.3.2 *At Academic Risk* - the student has not satisfied the progression rules, including that the student is at risk of not completing the course by the CoE End Date based on the number of units passed vs the number to complete by the CoE End Date; is "at academic risk" and is issued Academic Warning 1.
  - 5.3.3 *At Academic Risk with the intention to cancel enrolment* – the student has not satisfied the progression rules for a second, consecutive semester; and is issued Academic Warning 2, with the intent to cancel their enrolment, subject to the outcome of any appeal submitted within 20 days of the Academic Warning 2 issue date.

## 6 MONITORING STUDENTS' ACADEMIC PROGRESS

### 6.1 Early Intervention (Academic Caution)

- 6.2 Students will be issued an Academic Caution to advise them that they are likely to be "at academic risk" of failing the unit(s) and being issued a formal Academic Warning 1, at the end of the semester, if their attendance and / or academic performance does not improve, that will be issued based on the student:
  - 6.2.1 Not accessing the learning management system (LMS) by the end of Week 3 (or semester 3 equivalent) for any unit in which they are enrolled in a semester.
  - 6.2.2 Not attending any of their timetabled classes by the end of week three (3) and any other teaching weeks up to week six (6) inclusive (or equivalent for semester 3); and / or
  - 6.2.3 Not submitting or being awarded an unsatisfactory result for a formative or summative assessment item due anytime during the semester that is weighted at ten percent or more ( $\geq 10\%$ ) of total marks for the unit(s).
- 6.3 When issued an Academic Caution, students are expected to:

- 6.3.1 rectify their attendance; and / or attempt and submit all forthcoming assessment items to the best of their ability; and
- 6.3.2 when awarded an unsatisfactory mark for an assessment item (weighted at  $\geq 10\%$ ), act on feedback provided by their lecturer during the lecturer's specified student consultation hours.
- 6.4 Students understand that not changing their behaviour nor attempting to improve their academic performance, will likely result in the issue of an Academic Warning at the end of the applicable semester.

## **6.5 Formal Intervention (Academic Warning)**

- 6.6 Students who have not met the Progression Rules (see 5.2 above) at the end of the semester will be issued:

## **6.7 Academic Warning 1**

- 6.7.1 Academic Warning 1 will be issued shortly after grades are released each semester (and after supplementary exams grades are released ) when a student as not met the Progression Rules (5.2) to formally notify student that they are now formally "at academic risk";
- 6.7.2 Academic Warning 1 will direct the student within ten (10) days of its issue to seek support from nominated student support staff who will devise a Learning Management Plan (LMP) to support the student to improve their academic performance that addresses and the reasons for the issue of Academic Warning 1.
- 6.7.3 The student will need to repeat (and pay the tuition fee) for any units for which they were awarded a Fail (F) or a Fail Non-Submission (FNS) grade that are mandatory to pass to complete their course and / or their course major; and when they are not, the tuition fee must be paid for an alternate unit(s) of enrolment.
- 6.7.4 Academic Warning 1 will specify that if the student does not engage with the LMP and their academic progress does not improve and revert to "Good Standing" in the next semester of enrolment, they will be issued Academic Warning 2 with the intention to permanently cancel their enrolment in the course.

## **6.8 Academic Warning 2**

- 6.9 A student shall be issued Academic Warning 2 when:
  - 6.9.1 The student fails to satisfy the Progression Rules in a *second and consecutive semester* of enrolment after being issued Academic Warning 1.
  - 6.9.2 Academic Warning 2 shall include a statement that intends to cancel their enrolment and exclude them from the course.
  - 6.9.3 A student's enrolment in the course will be permanently cancelled, unless they submit an academic appeal (Stage 2 Grievance – Formal & Internal) that:
    - 6.9.3.1 is received by the Institute within 20 days of being issued the Academic Warning 2 notification; and

6.9.3.2 as otherwise applies per the Student Grievance Management Policy.

6.10 After considering an academic appeal (Step 2 Grievance) submitted by the student, the Dean or delegate shall determine if the student will:

6.10.1 be a permitted to remain enrolled in their course when the student can demonstrate to the Dean or delegate's satisfaction that compassionate or compelling / extraordinary circumstances prevailed (as defined in section 3) that prevented them from making academic progress, supported by evidence, wherever possible; **and**

6.10.2 after receiving Academic Warning 1 in the previous semester, they attempted to improve their academic performance by engaging with the Learning Management Plan; **or**

6.11 the student's enrolment will otherwise be cancelled, pending the outcome of any final academic appeal submitted by the student per the applicable policy.

## 7 SUPPORTING STUDENTS AT ACADEMIC RISK

7.1 The Institute shall provide student support / academic staff to assist students generally and for all students issued an Academic Caution and Academic Warning each semester.

7.2 The support provided to students shall be *relevant to the reason(s)* for the student's unsatisfactory academic progress *to address the cause* of the unsatisfactory academic performance.

7.3 Where relevant to the student's unsatisfactory academic progress, they shall be offered access to professional counselling sessions, which will be at the student's discretion to attend.

7.4 Students issued with an Academic Warning 1 and 2 shall be documented in a central register, with the reasons that include if the student returned to "Good Standing" in the following semester(s); and this register will be presented to the Academic Board annually for review, by the Dean or delegate, with an explanatory narrative.

7.5 The activities and outcomes of Learning Management Plans shall be reviewed and adjusted by the Dean or delegate to determine / improve their effectiveness per the Quality Assurance Policy.

## 8 PROCEDURES: MANAGING STUDENTS AT ACADEMIC RISK

8.1 The procedures to monitor and notify students of unsatisfactory academic progress and are documented in the below table.

Academic Intervention Type	Timing	Reports and Data Required each Semester	Action	Responsibility
Academic Caution	Week 2-6	1. Identify students enrolled in a unit who have not accessed LMS by week 3 (or equivalent for semester 3) .	Issue Academic Caution notification by to identified students.	Dean or delegate
	Week 2-12	2. Grade book report to identify students who did not submit or failed a formative or summative assessment	Issue Academic Caution notification to identified students.	

		worth $\geq 10\%$ of the unit total before week 12.		
<b>Academic Warning 1</b>	1 week after grades / supplementary & deferred exam results released each semester	<ol style="list-style-type: none"> <li>SMS report run to identify students who failed <math>\geq 50\%</math> of enrolled load for the semester that means failure in <ul style="list-style-type: none"> <li>1/1 unit</li> <li><math>\geq 1/2</math> units</li> <li><math>\geq 2/3</math> units</li> <li><math>\geq 2/4</math> units</li> <li><math>\geq 3/5</math> units</li> </ul> </li> <li>SMS report run to identify students who 1) enrolled in a unit for the second time and 2) awarded a Fail; or Fail Non-Submission (FNS) grade.</li> </ol>	<p>Issue Academic Warning 1.</p> <p>Students are entered into the Academic Warning Register</p>	Dean or delegate
<b>Academic Warning 2</b>	1 week after grades released each semester	<ol style="list-style-type: none"> <li>Repeat Academic Warning 1 process above; <b>and</b></li> <li>Match this list with students issued Academic Warning 1 in the prior semester</li> <li>Academic Warning 1 reports (1-2) to identify Second and Final Warning students</li> </ol>	<p>Issue Second and Final Academic Warning.</p> <p>Students' details updated on the Academic Warning Register</p> <p>Cancel student's enrolment after 20 days of issue date if an appeal is not submitted or is received and dismissed when the process is exhausted.</p>	Dean or delegate

## **9 COURSE COMPLETION POLICY**

- 9.1 A student will have completed their course when they have completed:
- 9.1.1 the total number of units (credit points) required to complete the course with a Pass grade or higher and any units awarded advanced standing that shall be no more than 50% of the course credit points.
  - 9.1.2 all units (credit points) required for a specified major or a double major / minor(s) of the course, (if applicable); and
  - 9.1.3 has no fees or other fines or debts owed to CIHE.
- 9.2 When the student has satisfied the above requirements, they shall be recommended to the Academic Board as having completed their course; and
- 9.3 The Governing Council shall approve the student's course completion on the recommendation of the Academic Board.
- 9.4 Students will not be issued formal course completion documentation (testamur or Academic Record) until Governing Council approval.

## **10 RESPONSIBILITIES**

### **10.1 Governance Responsibilities**

- 10.2 The Academic Board is the Approval Authority for this policy and has associated academic governance responsibilities including.
- 10.2.1 Reviewing the Academic Warning Registers (the de-identified number and percentage of affected students) accompanied by an explanation and proposed improvement actions, and benchmarks, where available, to oversee academic progression rates of the Institute;
  - 10.2.2 Receiving a report from the Dean or nominee annually on the *effectiveness of the Institute's student support services* in improving student's academic progression and for other quality assurance purposes; and
  - 10.2.3 any other related information that Academic Board may request to fulfil its responsibilities related to students' progression.

### **10.3 Operational Responsibilities**

- 10.3.1 The CEO & Dean's delegate is responsible for the implementation and review of this policy.
- 10.3.2 The CEO & Dean's delegate is responsible for implementing and documenting Section 8 of this policy.

## **11 APPROVAL AND REVIEW DATE**



11.1 This policy is effective (in-force) for two (2) years from the date of approval by its Approval Authority unless the Approval Authority specifies otherwise; and will be reviewed at least 3 months prior to its Renewal Date or earlier as recommended by its Owner.

## 12 PUBLICATION RULE

12.1 This Policy will be published internally and externally.

## 13 VERSION CONTROL

Version	Approver	Date	Details
v0.1	Academic Board	24/07/2025	Draft document for Academic Board approval; and proposal to replace and rescind current <a href="#">Student Progression and Graduation Policy</a> with this policy.
v1.0	Academic Board	24/07/2025	Draft v0.1 approved without amendment. Approved to rescind the current Student Progression and Graduation Policy, <i>effective semester 2/2025</i> .

## 14 BENCHMARKING

14.1 The following policies / documents were benchmarked when developing this policy:

14.1.1 [Macquarie University: Academic Progression Policy](#)

14.1.2 [Macquarie University: Academic Progress Procedure](#)