

Procedure Title: Academic Progression

Procedure Owner: Deputy Vice-Chancellor (Education)

This procedure supports the University to operationalise the Academic Progression Policy and must be complied with.

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Procedures Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

The purpose of this procedure is to set out the University's intervention strategies, which are designed to assist Students to achieve suitable Course progress. Intervention strategies will apply to Students only after the completion of Progression Periods that end on or after 30 June.

2. ORGANISATIONAL SCOPE

This procedure applies to all Students who are enrolled in an Award Course or Enabling Course, but do not apply to Higher Degree By Research Candidates (who should refer to the Higher Degree by Research Academic Progression Procedures).

3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this procedure:

Term:	Definition:
Succeed Tool	Means the University's designated online investigative tool that relates to and assists with a Student's academic performance and the identification of suitable support services.
Success Plan	Means the document (or electronic equivalent) outlining proactive actions that the University or a Student will take, to assist a Student to achieve an improved level of academic progress, including any academic interventions a may be determined by the Director, Student Administration or Director, Student Life.

4. PROCEDURE CONTENT

Notifications

All Academic Progression Statuses

- 4.1. At the end of each Progression Period, Students will be notified of their Academic Progression Status, with advice pertinent to their level of study and Course progress. Students will also be given information about relevant Student support services depending on their Academic Progression Status, and encouraged to maintain or improve their academic progression, as required.
- 4.2. All notifications will be issued by the Student Administration Directorate.

Failed Units

- 4.3. From 1 January 2022, any Student who receives a grade of FN (Fail - no submission) in a Unit will be provided with information about the University's withdrawal options to avoid further FN grades being awarded, and information about University support services.
- 4.4. From 1 January 2022, where a Student is permitted to re-attempt a failed Unit (for a second or subsequent time), the Student will be provided with information:
 - a. outlining the implications of failing the Unit or not otherwise achieving satisfactory Course progress;
 - b. referring them to information about University support services.

Academic Progression Planning

Amber Status

- 4.5. A Student who receives an Amber Status may receive a notice encouraging them to complete the Succeed Tool, to assist in identifying suitable support services for the Student's needs.

Red Status

- 4.6. A Student who receives a Red Status will be provided with information outlining the implications of not achieving satisfactory Course progress, including potential exclusion from their Unit(s) or Course.
- 4.7. A Student who receives a Red Status may also be mandatorily required to:
 - a. meet with University staff to develop a Success Plan; or
 - b. complete the Succeed Tool:
 - i. within 21 days after the notice is issued; or
 - ii. for Students enrolled in accelerated online Courses, within 7 days after the commencement of their next Teaching Period.

Upon completion of the Succeed Tool, a Success Plan will be generated.

- 4.8. As part of a Success Plan, a Student may be mandatorily required to complete a range of specified actions, including meeting with any specified University staff within 14 days, or engaging in one or more academic interventions.
- 4.9. A Student who does not complete a mandatory requirement as set out in paragraphs 4.7 or 4.8, within the specified time(s), may at the Director, Student Administration's discretion have their Student record encumbered, results withheld, or enrolment refused, in accordance with the [Admission, Enrolment and Academic Progress Rules](#).
- 4.10. A Student may be accompanied at any course progression meeting by a support person, such as a Student Guild representative, friend, or family member. Meetings may be conducted in person, by teleconference or videoconference or by any other means, provided that the Student's preference is considered when making arrangements, and the Student's identify can be verified.
- 4.11. Success Plans will be documented on the University's relevant official student management system.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Procedures Owner is Deputy Vice-Chancellor (Education) and has overall responsibility for the content of these procedures and their operation.

The Director, Student Administration is responsible for currency of information and provision of advice relating to these procedures.

6. RELATED DOCUMENTS

Rules

[Admission, Enrolment and Academic Progress Rules](#)

Policies

[Academic Progression Policy](#)

Procedures

[Higher Degree by Research Academic Progression Procedures](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Procedure Owner	Deputy Vice-Chancellor (Education)
All Enquiries Contact	Director, Student Administration

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8. APPROVAL HISTORY

Procedure approved by:	Deputy Vice-Chancellor (Education)
Date procedure first approved:	10 December 2020
Date last modified:	October 2023
Revision history:	<p>October 2023</p> <p>Change to 4.4 removing the requirement to refer students to Unit specific information and advice for succeeding in a subsequent attempt at a unit when the student is re-attempting a failed unit for a second time. Change approved by DVCE.</p> <p>Procedure moved to new template, with new number sequence.</p> <p>12 April 2021</p> <p>3.6 – 3.8 regarding the use of the Succeed Tool and Success Plan</p>
Next revision due:	June 2024