

Progression Procedures

Section 1 - Purpose and Context

(1) The Progression Procedures operationalise the [Progression Policy](#).

Section 2 - Definitions

(2) Words used in this Procedure have the same meaning as the [Progression Policy](#).

Section 3 - Policy Statement

(3) The [Progression Policy](#) applies.

Section 4 - Procedures

Part A - Formal Progression Check

(4) The Office of Student and University Planning will develop and publish an annual progression check calendar which identifies relevant dates, including when:

- a. Progression Checks will occur for each term
- b. Academic Standing and Progression Outcomes are applied, and
- c. the last date to submit Show Cause applications to appeal which will be 20 working days from the date of notification of the outcome of a Progression Check.

(5) A record of any notification to students in relation to their progression, including documenting of an individual intervention strategy for a student and any invitation to attend a forum (to guide students towards appropriate academic advice and support services, including counselling and learning support), will be maintained on the student's official record as per the [Records and Archives Management Policy](#).

At Risk

(6) Students designated as At Risk:

- a. will receive notification from the Office of Student and University Planning informing them of their At Risk status and the consequences of continued unsatisfactory progression, and
- b. be provided with information and may be invited to attend a forum that will guide students towards appropriate academic advice and support services, including counselling and learning support.

(7) A student's lack of attendance at a forum, engagement with support services provided by the University and their response to actions recommended by the University, may be considered if they have to Show Cause or submit a progression appeal on a later occasion.

Conditional Enrolment

(8) Students who have been placed on Conditional Enrolment will:

- a. receive notification from the Office of Student and University Planning informing them of their Conditional Enrolment status and the consequences of unsatisfactory performance
- b. be required to seek academic advice recorded in writing from the nominated academic advisor
- c. be provided with information and may be invited to attend a forum that will guide students towards ongoing appropriate academic advice and support services, including counselling and learning support, and
- d. if necessary, reduce their study load to meet the requirements of the Conditional Enrolment limits (refer to the [Academic Progression webpage](#)).

(9) A student's lack of attendance at a forum, engagement with support services provided by the University and their response to actions recommended by the University, may be considered if they have to Show Cause on a later occasion.

Exclusion

(10) Students who have been Excluded will receive notification from the Office of Student and University Planning informing them of their Exclusion and any external avenues of appeal available to them.

(11) International students who are Excluded will have their Confirmation of Enrolment (CoE) cancelled and they will be notified to seek advice from the [Department of Home Affairs](#) for the potential impact on their student visa.

Part B - Show Cause

(12) Where students have been asked to take part in forums or engage with support services provided by the University, the application should explain the extent to which they have taken part in these activities. This should include the actions the student has taken as a result of recommendations made by any support service or academic progress plan agreed to with the relevant School.

(13) A Show Cause application should explain how the student's circumstances have changed, or will change, so that in future they will be able to make satisfactory progress.

(14) As the Show Cause is a written application to the University, students will not be required appear in person to support their application, although this can be arranged on request and will be considered on a case-by-case basis and a hearing is not guaranteed. The student may bring a support person to any arranged meeting.

(15) The University will commence assessment of the Show Cause application within 10 working days of it being made and will finalise the outcome as soon as practicable.

(16) Show Cause applications are assessed by an individual selected from the following Show Cause panel:

- a. Chair, Academic Senate
- b. Deputy Chair, Academic Senate
- c. Pro Vice-Chancellor, Quality and Integrity or nominee
- d. Elected member/s of Academic Senate, as nominated by the Chair, Academic Senate.

(17) If a panel member reviewing a Show Cause application believes that there are no valid grounds on which to uphold a Show Cause, and that they will, on behalf of Academic Senate, dismiss the Show Cause application, a second panel member's determination will be sought prior to dismissal. If both panel members disagree on the outcome, the third panel member will be consulted.

(18) Any member who has previously been involved with the assessment of a particular case before the panel will excuse themselves from the panel for the duration of that case.

(19) The outcome of a Show Cause for Conditional Enrolment may be:

- a. Uphold the Show Cause and lift the Conditional Enrolment, returning the student to Good Standing or At Risk
- b. Dismiss the Show Cause and apply the period of Conditional Enrolment.

(20) The outcome of a Show Cause for Exclusion may be:

- a. Uphold the Show Cause and reduce the period of Exclusion
- b. Uphold the Show Cause and replace the period of Exclusion with a period of Suspension
- c. Uphold the Show Cause and the student returns to Conditional Enrolment
- d. Dismiss the Show Cause and the original Exclusion applies.

(21) A Show Cause may be upheld unconditionally or subject to one or more of the following conditions:

- a. The student transfers to another specified program at the University
- b. The student uses an approved exit point to complete an appropriate alternative credential
- c. The student changes to another specified major in their current program
- d. The student registers in one or more specified subjects at the University.

(22) Where the Show Cause decision includes a condition, the panel member responsible for the decision will make every effort to consult with the relevant School prior to the condition/s being applied.

(23) Students will be notified in writing of the outcome of the Show Cause application, including detailed reasons that formed the basis of the decision and any advice on improving their academic performance, including but not limited to, making use of support services, such as counselling and learning support.

Status and Details

Status	Current
Effective Date	1st January 2024
Review Date	3rd January 2025
Approval Authority	Academic Senate
Approval Date	5th December 2023
Expiry Date	Not Applicable
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Glossary Terms and Definitions

"Working Day" - Refers to normal business days, Monday to Friday, excluding any gazetted public holidays and University declared closures.

"At Risk" - A progression outcome where a student has been identified as not progressing satisfactorily in their studies.

"Program" - A program of study consisting of at least four subjects or 40 credit points leading to an award of the University (Foundation Studies Program, Undergraduate Preparation Program, Diploma, Advanced Diploma, Undergraduate Certificate, Associate Degree, Bachelor Degree, Bachelor Honours Degree, Graduate Certificate, Postgraduate Certificate, Graduate Diploma, Postgraduate Diploma and Masters by Coursework Degree) which when successfully completed is conferred on the graduand by the Board of Trustees.

"Major" - An approved sequence of subjects that make up a special focus within a program. The major may or may not form part of the degree title and appear on the student's testamur. Testamur majors are defined sequences of subjects in a focus area, which represents a significant area of study that the University wishes to recognise to highlight the graduate's area of specialisation.

"Subject" - The subject of study in a program in which a student enrolls.

"Term" - A session at the University that runs for a set length of time during which teaching and assessments occur.

"Conditional Enrolment" - A progression outcome where the number of subjects in which a student may register is limited for a specified period.

"Exclusion" - (Exclusion for Unsatisfactory Academic Progression) - A progression outcome where a student's enrolment is cancelled. Students must apply for re-admission to the University through the normal channels.

"Suspension" - A progression outcome where a student's enrolment at the University is suspended for a specified period of time. The student has an automatic right to re-enrol in their original program, or a program that the University regards as being equivalent, at the end of the Suspension period.