

## Academic Standing, Progression and Exclusion Policy

<b>Approving authority</b>	Academic Committee
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Academic%20Standing%20Policy.pdf">http://policies.griffith.edu.au/pdf/Academic Standing Policy.pdf</a>
<b>TRIM document</b>	2018/9005045
<b>Description</b>	This policy specifies the academic standing statuses of Green, Blue, Amber or Red for undergraduate and postgraduate coursework students. An academic standing status can only be attributed once a student has enrolled in at least 20 credit points of study. The policy also specifies the indicators of a student being "at risk" of losing their "good academic standing" status, the University's systematic assessment and response to that risk.

### Related documents

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Review of Decision Form](#)

[Request for Readmission Form](#)

[Role Statement Program Director](#)

[Assessment Policy](#)

[\[Definitions\]](#) [\[Introduction\]](#) [\[Students at Risk\]](#) [\[Academic Standing of Excluded\]](#) [\[Review and Appeal Against Exclusion\]](#) [\[Academic Standing Record\]](#) [\[Readmission Following Exclusion\]](#)

## 1. DEFINITIONS

**Trimesters and Teaching periods** - the standard academic year is comprised of two standard trimesters, Trimester 1 and Trimester 2, as designated in the University's Academic Calendar. Other teaching periods, may be designated in the academic calendar and may be used for the offering of certain courses.

**Academic Standing Review periods** – there are two periods per calendar year, Period 1 occurs in late June-July and Period 2 occurs in November - December, in which the academic standing status of students is reviewed and those with blue, amber and red statuses receive communications advising them of support services and likely consequences for their future studies.

## 2. INTRODUCTION

This policy applies to all students undertaking undergraduate studies or postgraduate coursework studies. It does not apply to students undertaking end-on Bachelor (Honours) degree programs, higher degree research (HDR) programs or non-award studies.

In order to be deemed to be in good academic standing (Green), a student must complete successfully more than 50% of the credit points in which they are enrolled. In addition a student must maintain a cumulative career Grade Point Average (GPA) of at least 3.5.

The policy comes into effect once a student is enrolled in at least 20 credit points of study at undergraduate or postgraduate career level.

For the purpose of determining academic standing, the Grade Point Average is cumulative across all study in all trimesters and teaching periods at the one academic career level (undergraduate or postgraduate). When a student completes a program and graduates, the cumulative career GPA for subsequent study is calculated on the basis of the study taken subsequent to graduation. The University recognises that during the course of their study students' academic performance may fluctuate due to a range of factors, placing the student 'at risk' of losing their good academic standing (Green). A student is deemed to be 'at risk' of this, if they:

- fail to complete assessment items
- perform poorly in assessment items
- are assessed as having an academic standing status of Blue, Amber or Red and their academic performance fails to improve.

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### 3. STUDENTS AT RISK

The University uses a colour coding system to identify the risk of a student maintaining his or her good academic standing status. A student may be assessed as having an academic standing status of:

**Green** Good academic standing

**Blue** Low risk to maintenance of good academic standing status

**Amber** Medium risk to maintenance of good academic standing status

**Red** Significant risk to maintenance of good academic status and under consideration by the Program Director for exclusion from the University

To support students 'at risk' from losing their 'good academic standing' systematic assessments of student performance are normally made as follows:

- prior to week 8 in a trimester- Tier 1 assessment
- end of a standard trimester in an academic standing review period - Tier 2 assessment

#### 3.1 Tier 1 Assessment

The Tier 1 Assessment is made within the academic organisation (e.g. School, Department, Group) that hosts the student's program of enrolment. The relevant Dean (Learning & Teaching) is responsible for the development and conduct of the Tier 1 Assessment. The Tier 1 Assessment is normally made prior to week 8 and after assessment has been marked. For programs and courses in which non-standard dates are being used for enrolment, the relevant Dean (Learning & Teaching) will specify alternate timing of the Tier 1 Assessment.

As an outcome of the Tier 1 Assessment, the student may be referred to sources of assistance such as the University's Learning Services, the Counselling Service and the academic staff responsible for the program and courses in which the student is enrolled.

#### 3.2 Tier 2 Assessment

The Tier 2 Assessment, which is conducted in an academic standing review period (Period 1 or 2), determines whether the student's 'good academic standing' is under threat. The Tier 2 Assessment is undertaken by the University's Results and Academic Standing Officer, who identifies students as meeting the criteria for an academic standing status of Green, Blue, Amber or Red, as outlined below:

Academic Standing Status	Criteria
Green	<ul style="list-style-type: none"> <li>Student has passed more than 50% of the courses in which they are enrolled in the most recent teaching period and has a cumulative career GPA of 3.5 or greater</li> </ul>
Blue	<ul style="list-style-type: none"> <li>Student has a cumulative career GPA greater than or equal to 3.5 but less than 4, and their term GPA for the most recent teaching period is less than or equal to 3.5; <b>OR</b></li> <li>Student has failed 50% of their courses and has a cumulative career GPA greater than or equal to 3.5</li> </ul>
Amber	<ul style="list-style-type: none"> <li>Student has a cumulative career GPA of less than 3.5; <b>OR</b></li> <li>Student has failed the same course two (2) times; <b>OR</b></li> <li>Student has passed all courses in the most recent teaching period, but has a cumulative career GPA of less than 3.5 and one previous amber status</li> </ul>
Red	<ul style="list-style-type: none"> <li>Student has failed a designated course; <b>OR</b></li> <li>Student has failed the same course three (3) times; <b>OR</b></li> <li>Student has a cumulative career GPA of less than 3.5 and at least one previous amber status.</li> </ul>

The outcomes of the Tier 2 Assessment may be that:

- the student is referred to sources of assistance such as the University's Learning Services, the Counselling Service and the academic staff responsible for the program and courses in which the student is enrolled;
- the student remediates the risk of losing their good academic standing and is assessed as having an academic standing of Green;
- a student with an academic standing of Blue or Amber does not remediate the risk and is assessed to be of Amber or Red status;
- a student with an academic standing status of Red will, be considered for exclusion by the Program Director, who may recommend to the Dean (Learning & Teaching) that a student with Red status not be excluded where exceptional or compassionate circumstances have been the cause of the student's poor academic performance;
- the University's Results and Academic Standing Officer records an academic status of Blue, Amber or Red on the student's record on the Student System but not reported in the student's official academic transcript.

## 4. ACADEMIC STANDING OF EXCLUDED

4.1 A student is eligible for exclusion if the student:

- has a cumulative career GPA of less than 3.5 at the end of a standard trimester in an academic standing review period; and
- has previously been assessed as having an academic standing status of Amber or Probation\* at least once in their current academic career.

Notwithstanding provisions (i) and (ii) above, if the student has passed all courses in the most recent trimester/teaching period, subject to an academic standing review period (Period 1 or 2), the student will not be excluded but will have an academic standing status of Amber for the following trimester/teaching period.

4.2 A student is eligible for exclusion if they fail the same course three (3) times.

- 4.3 A student may be eligible for exclusion on the basis of failure in one or more designated courses. The designated courses are required to be specified in the program requirements and advised to students.
- 4.4 In each academic standing review period (Period 1 or 2) , the Program Director reviews all students with an academic standing status of Red who are eligible for exclusion, determined in accordance with [4.1, 4.2 and 4.3](#). The Program Director may review students who are eligible for exclusion in accordance with 4.2 and 4.3 outside of an academic review period. The Program Director may recommend to the relevant Dean (Learning & Teaching) that a student with a Red status should not be excluded where the Program Director is of the view that exceptional or compassionate circumstances have been the cause of the student's poor academic performance. However the relevant Dean (Learning & Teaching) in accepting the Program Director's recommendation may impose restrictions on the number or type of courses in which the students is permitted to enrol in the next trimester/teaching period. Imposition of enrolment restrictions by the relevant Dean (Learning & Teaching) must be advised in writing to the student and a copy of the correspondence placed on the student's file.
- 4.5 The relevant Program Director, shall advise the University's Results and Academic Standing Officer of all students who are to be excluded from further study on the basis of Sections [4.1, 4.2 and 4.3](#), and the relevant Dean (Learning & Teaching) shall advise of all students who are permitted to continue to study, taking into account the recommendations of the Program Director under [section 4.4](#). Where a student is eligible for exclusion in terms of [section 4.1, 4.2 or 4.3](#), but is permitted to continue study under section 3.4, the student has an academic status of Amber for the following trimester/teaching period and may be required to undertake a specified program of study.
- 4.6 A student who is excluded is not permitted to attend classes or undertake study in the program from which they were excluded or in any other program or to take study on a non-award basis within the University with the exception of English Language Intensive Courses for Overseas Students (ELICOS) offered by the Griffith English Language Institute (GELI).
- \* Prior to Semester 1, 2015, the term used to describe the status of students who had met the conditions for an amber status was probation.

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## 5. REVIEW AND APPEAL AGAINST A DECISION OF EXCLUSION

A student who is excluded in terms [of 4.1, 4.2, 4.3](#) and 4.4 may apply for review of this decision to the Dean (Learning & Teaching) within 10 working days of notification of the decision. The application for review is to be made using the *Review of Decision* form in accordance with the University's *Student Review and Appeals Policy* and *Student Review and Appeals Procedures*.

If the student is dissatisfied with the outcome of the review he or she may lodge an appeal against exclusion within 10 working days of notification of the decision. Under the *Student Review and Appeals Policy* and the *Student Review and Appeals Procedures*, the appeal must be in writing using a new *Review of Decision* form and be lodged with the Secretary of the University Appeals Committee in accordance with the instructions in the *Student Review and Appeals Procedures*, and be accompanied by supporting documentation where relevant. The appeal must be lodged by the date specified in the notification of exclusion in order for the student to continue to study in the next trimester/teaching period.

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## 6. ACADEMIC STANDING RECORD

- 6.1 All academic standing actions applied to a student in accordance with this Policy are recorded and retained on the Student System in perpetuity.
- 6.2 Academic standing actions (Blue, Amber or Red) including:
- Exclusion for failing a course three times
  - Exclusion for designated course failure
  - Exclusion for academic reasons

are recorded on a student's Unofficial Academic Transcript during their period of enrolment and retained for a period of five years after the student has graduated or terminated their enrolment with the University.

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## **7. READMISSION FOLLOWING EXCLUSION**

A student who is excluded may apply for readmission to the program from which they were excluded or for admission into a new program, providing that at least nine calendar months have elapsed since the exclusion. An application for readmission following exclusion or for admission to a new program is not automatically approved.

An application for readmission, following exclusion, or for admission into a new program is to be made using the *Request for Readmission Form*. The application will be assessed by the Program Director. The Program Director will consider factors such as changed circumstances, academic and/or vocational performance since exclusion, maturity and motivation in order to be satisfied that the person concerned has a reasonable chance of success in the program.

A student who has been excluded may not recommence study until at least nine calendar months have elapsed since exclusion was imposed.

An application for readmission or for admission into a new program should be made at least three (3) months prior to the commencement of the trimester/teaching period in which the student seeks to resume study.

Where an application for readmission following exclusion is not approved, the student may apply for review of the decision to the Dean (Learning & Teaching) within 10 working days of notification of the decision. The application for review is to be made using the *Review of a Decision* form in accordance with the University's *Student Review and Appeals Policy* and *Student Review and Appeals Procedures*. The Dean (Learning & Teaching)'s decision is final.