

## FREQUENTLY ASKED QUESTIONS

### ACADEMIC PROGRESS BY COURSEWORK STUDENTS POLICY

#### **GENERAL**

**I'm not sure why I have been sent an email about my Academic Progress, how do I find out?**

You have received a notification as you have been identified as being at risk as a result of not making satisfactory academic progress. Please see the [Academic Progress by Coursework Students Policy](#) for more information, or consult staff at your Faculty Office.

**I received an email notification of my Academic Progress status; after reading the policy and reviewing my grades I believe there has been an error. Who do I contact?**

If you believe your status is incorrect, contact your Faculty as soon as possible.

ARTS:	Academic progress: <a href="mailto:arts@adelaide.edu.au">arts@adelaide.edu.au</a> Show cause submissions: <a href="mailto:artsprogress@adelaide.edu.au">artsprogress@adelaide.edu.au</a>
ECMS:	<a href="mailto:askecms@adelaide.edu.au">askecms@adelaide.edu.au</a>
HMS:	Academic progress: <a href="mailto:askhealthsc@adelaide.edu.au">askhealthsc@adelaide.edu.au</a> Incorrect grades: <a href="mailto:fhsassessment@adelaide.edu.au">fhsassessment@adelaide.edu.au</a>
PROF:	<a href="mailto:professions@ask.adelaide.edu.au">professions@ask.adelaide.edu.au</a>
SCIENCES:	<a href="mailto:faculty.sciences@adelaide.edu.au">faculty.sciences@adelaide.edu.au</a>

**Can I apply for retrospective Withdraw without Failure while the Academic Progress process is underway, or after exclusion?**

Retrospective Withdraw without Failure (RNWF) is a separate process from the Academic Progress process. Applications for RNWF must be made in accordance with any requirements that apply at the time. For more information about RNWF, please contact your Faculty.

**Following the AP process, if I have consecutive periods where I study successfully, will my GPA ever improve?**

The GPA calculation is based on the grades you receive for enrolled courses and unit values. Courses completed successfully will improve the GPA.

**Can I enrol for the next Semester if I have been excluded?**

No, it is not possible to continue studying after you have been excluded from your program. This applies for 12 months. However while any appeal is ongoing, you can remain enrolled in your courses for a subsequent study period.

**Will I be responsible for paying fees for courses I have enrolled in for a subsequent Semester if my exclusion appeal is not successful?**

No, if you are excluded from your program, any existing enrolments in the future teaching period will be deleted from your record and you will be eligible to apply for a refund of any fees already paid for these. This takes into account the lengthy period of time for an outcome of an appeal to be administered.

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#### ***SURVEYS***

**I have received an Academic Progress notification and have been asked to complete a survey. What is the purpose of this?**

You have been asked to complete this survey to help you to identify and consider issues that may be impacting on your academic performance. The survey will make recommendations of the various academic and support services that may help you so that you can seek early assistance to improve your performance in your program.

**What will happen if I do not complete the survey?**

Nothing, although if you are required to Show Cause at a later stage, the fact that you have not completed the survey may indicate to the Committee that you have not taken the necessary actions to improve your performance.

#### ***SHOW CAUSE***

**I have received an Academic Progress notification and have been asked to Show Cause, what should I do about my current enrolments and/or classes?**

Please ensure you continue with classes as per normal until you have received notification of the outcome of your Show Cause submission.

**I need to submit my Show Cause but I don't have all my supporting documentation/evidence yet, what do I do?**

The deadline is not negotiable. Please submit the documentation you have before the deadline. Contact your Faculty prior to the deadline if you have specific documentation that you are unable to submit by that date.

**I missed the Show Cause submission deadline, can I still lodge a submission?**

No, submissions cannot be made after the deadline.

**What happens if I do not submit a Show Cause submission by the deadline?**

In accordance with Clause 8 of the Academic Progress by Coursework Students Policy, students who do not submit their Show Cause will be excluded from their program of study.

**Who do I contact for advice or assistance in preparing my Show Cause submission?**

[Education & Welfare Officers](#) (EWOs) are available to assist you in preparing your Show Cause submission or provide further advice about the process. Please contact on [studentcare@adelaide.edu.au](mailto:studentcare@adelaide.edu.au) or on +61 8 8313 5430.

**I have received an Academic Progress notification and have been asked to Show Cause. Can I discontinue from my program without lodging a Show Cause submission?**

No, you must put in a submission for consideration by the Academic Progress Committee. If you do not you will be excluded from your program.

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#### **I need to obtain supporting documentation for my Show Cause from University Services (eg EWOs/Counselling/Disability), what do I do?**

You will need to contact the relevant service with your request as soon as possible. Please let them know you have been asked to Show Cause and advise them of the submission deadline.

Counselling	counselling.centre@adelaide.edu.au
Disability	disability@adelaide.edu.au
Education & Welfare	studentcare@adelaide.edu.au

#### **Do I need to attend the Academic Progress Committee meeting in person?**

Attendance is not compulsory. However you are encouraged to attend the meeting with the Academic Progress Committee as it will enable a fuller discussion of matters that might arise from your Show Cause submission.

#### **My meeting time with the Academic Progress Committee conflicts with another appointment/teaching session, can I change my meeting time?**

You will need to contact your Faculty for further information. Please note there are strict timelines for the Academic Progress Committee process and it may not be possible to change your meeting time.

#### **I would like to bring a support person to the Academic Progress Committee meeting, who should I bring?**

You may like to bring a friend, family member, counsellor or EWO to accompany you. Please note that your support person must not act as a legal representative.

#### **How long will I have to present my Show Cause to the Academic Progress Committee?**

You will be given 10 minutes to present in response to your written submission to the Committee. Following this the Committee will discuss your submission.

#### **When will I hear the outcome of the Academic Progress Committee meeting?**

You will receive notification of the outcome of your Show Cause submission within 5 business days of the meeting date.

### **CONDITIONS**

#### **What happens if I fail to meet my conditions set as a result of Show Cause meeting?**

If you fail to meet the Conditions, you will be excluded from your program in the next Review Period. The faculty will notify you when this action has been taken. If you are enrolled at the time, your courses will be deleted.

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#### ***EXCLUSION***

#### **How long am I excluded from the University?**

If you are excluded, you will not be able to study at the University for 12 months, unless you want to study a program at a lower level. For example, if you are excluded from a Masters, you could potentially study a Bachelor program.

#### **How do I get back into the University once I have been excluded?**

After the 12 month exclusion period, you will be eligible to apply for entry to a University Program.

#### **If I am excluded and am enrolled in a double degree, can I study one half of the double degree?**

You may apply to transfer to the relevant single degree as long as you made satisfactory progress in that single degree program in the most recent Review Period. If permitted to transfer to the single program, you will be given a Risk 1 status against that single program. You should seek advice from your Faculty Office staff.

#### **If I am excluded, does this show on my academic transcript?**

No, this status does not appear on the document. Your Official or Unofficial academic transcript will only indicate your withdrawal from your program and does not link this to academic progress.

#### **Will my Confirmation of Enrolment (CoE) be maintained if I receive an Exclusion Notice?**

Yes, but only if you are appealing against the exclusion from your program. You will need to notify [Student Affairs](#) in writing of your intention to appeal within 20 business days of the date of your Exclusion Notice in accordance with [Stage 3](#) of the Student Grievance Resolution Process.

#### **What do I do if I am unsatisfied with my exclusion from program?**

Simply being unsatisfied with an exclusion from your program is not grounds for an appeal. You must demonstrate that there has been non-compliance with the Policy (e.g. a procedural error) leading to the decision reached to exclude you from your program, or show that there has been a serious defect in the Executive Dean or delegate's decision to exclude you from your program.

#### **What if I never read my email to notify me of my exclusion from program?**

The University uses student email as its formal means of communication with students. Failing to read an email sent to your student email account is not sufficient grounds for an appeal against exclusion.

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#### **APPEAL**

##### **Can I appeal my exclusion?**

You can appeal the exclusion decision within 20 business days of receiving the Exclusion Letter in accordance with the University's [Student Grievance Resolution Process](#) on the sole ground that there has been non-compliance with this Policy. This means that you cannot appeal just because you don't like the decision. This will be the only and final appeal within the University.

##### **I want to appeal my exclusion from my program. Who can help me?**

Student Care will be able to provide independent advice by email at [studentcare@adelaide.edu.au](mailto:studentcare@adelaide.edu.au) or call them on +61 8 8313 5430.

##### **Where do I lodge an appeal?**

Appeals need to be lodged following the Student Grievance Process available at <https://www.adelaide.edu.au/student/grievance/>

Please refer to the full [Academic Progress by Coursework Students Policy](#) for further information.

Questions regarding the revised policy can be directed to [Student Affairs](#) or your Faculty office.