



Course and Academic Progression Policy and Procedure

1.0 Purpose

- 1.1 The purpose of this policy and procedure is to ensure the activity levels and academic progression of Minerva College's (the College) students are proactively reviewed and analysed.
- 1.2 The purpose is to also ensure that students that have activity and progression levels that are not satisfactory are supported in the most appropriate way, and are not made worse off as a result of enrolling to study with the College.

2.0 Responsibility

- 2.1 The Chief Executive Officer is responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application.

3.0 Requirements

- 3.1 All Minerva College study periods have set start and end dates. Students are made aware of these at the time of enrolment.
- 3.2 All Minerva College students are allocated a Progression Coach, who is responsible for actively monitoring the activity levels and academic progression of their allocated students on a regular basis throughout their enrolment.
- 3.3 As well as the monitoring by Progression Coaches, Minerva College conducts a review of each student's activity levels and academic progression at three set points each study period. These are;
 - For students accessing VET Student Loans, a review is carried out 14 days after the course start date;
 - For students accessing VET Student Loans, a review is carried out 2 days before their allocated census date;



- For all students, a review is conducted at the end of each study period.

4.0 Procedure: Students accessing VET Student Loans, 14-day review

- 4.1 Student activity levels and academic progression will be reviewed 14 days after course commencement.
- 4.2 Students that are identified as being below acceptable levels of activity and academic progress, will be contacted by their Progression Coach. At this point in the student lifecycle, any student that has not made contact with their progression coach and / or logged into their 'MyCampus' account will be deemed as being below the acceptable level of activity and academic progress.
- 4.3 At this time, a student will be given further time to improve their activity levels and academic progression leading up to the next and final pre-census review.

5.0 Procedure: Students accessing VET Student Loans 2 days before Census date

- 5.1 Student activity levels and academic progression will be reviewed 2 days before their allocated census date.
- 5.2 Students that are identified as being below acceptable levels of activity and academic progress, will be contacted by their Progression Coach. At this point in the student lifecycle, any student that has not made contact with their progression coach and / or logged into their 'MyCampus' account AND have not completed at least one learning activity, will be deemed as being below the acceptable level of activity and academic progress.
- 5.3 At this time, the student will be required to confirm their intention to continue with their chosen course or they will be withdrawn from their enrolled course, prior to passing through census.

6.0 Procedure: All students, end of study period

- 6.1 Student activity levels and academic progression is reviewed at the end of each study period.



- 6.2 Students that have satisfied the requirements of their study period will either progress onto the next study period or graduate.
- 6.3 Students that have not satisfied the requirements of their study period will be contacted by their Progression Coach and a suitable intervention strategy will be implemented.

If you have any suggestions as to how we can improve our performance with respect to our course and academic progress practices, or if you would like further information on anything included in this policy, please contact the College Chief Executive Officer at info@minervacollege.edu.au.

Revision History

Revision	Date	Description of modifications
1.1	24 September 2015	Original
1.2	19 September 2016	Format changes
1.3	28 February 2017	Amendments in line with introduction of VET Student Loans

Approval

Revision	Date	Approved & Endorsed by
1.1	24 September 2015	Executive Management Committee
1.2	19 September 2016	Executive Management Committee
1.3	28 February 2017	Executive Management Committee