



# Melbourne College of Divinity

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## Coursework Degree Progress Policy

MCD takes seriously the responsibility for monitoring the progress of students during the period of their enrolment, and for implementing appropriate intervention strategies when and if such measures become necessary.

Each coursework student is enrolled through a Recognized Teaching Institution (RTI) of the MCD, and therefore the coursework coordinator of that RTI is responsible for the academic progress of that student. All coursework coordinators are required to monitor their students' progress during their enrolment. Ongoing feedback is vital for providing students with structured support, and in identifying any study problems before they become insurmountable. Attendance of international students must be monitored, as well as their course progress.

The progress of coursework students is evaluated at each examination period as well as at each re-enrolment period, when they choose their program for the coming study period.

Coursework students are expected to make satisfactory progress for each year of their enrolment. The achievement of 'satisfactory progress' includes:

- Successful completion of at least 50% of attempted units in a calendar year;
- Successful completion of each individual unit on the first or second attempt (i.e no unit is failed more than once); and
- Completion of the re-enrolment process before the relevant census dates during the course.

In addition to these requirements, Regulations governing all coursework degrees stipulate that the Academic Board may, from time to time, determine other course requirements that must be met in order to achieve satisfactory progress.

If a coursework coordinator deems that a student has not achieved satisfactory progress, the coursework coordinator must address the issue according to the Coursework Student Intervention Policy.

The coursework coordinator is responsible for notifying the student in writing of any and all measures to be implemented. Such letters constitute an 'early warning notice' and are deemed to be an indicator of unsatisfactory progress.

In all cases in which a coursework coordinator has notified the Registrar of concerns about a student's progress, an 'At Risk' flag will be placed on the student's record.

Enrolment may be terminated during probationary or confirmed enrolment, at any time by the Academic Board on the recommendation of the Coursework Studies Committee, if the progress of the student is unsatisfactory.

Enrolment may be terminated at any time by the Academic Board on the recommendation of the Coursework Studies Committee, during probationary or confirmed enrolment, if the progress of the student is unsatisfactory. The following procedures apply for recommendations of termination:

1. The RTI coursework coordinator must be able to verify that the student in question failed more than half of his/her study load in a calendar year, or failed the same unit more than once.
2. If, after all appropriate support, guidance and early warnings have been offered to the student in accordance with the Coursework Student Intervention Policy, the coursework coordinator remains convinced that the student is making no attempt to address the problems identified, the coursework coordinator should inform the student in writing of the nature of the unsatisfactory progress, copying the letter to the MCD Registrar.
3. The Coursework Coordinator may then propose to the Coursework Studies Committee that enrolment should not be confirmed at the end of the probationary period or that the enrolment should be terminated. Such a proposal must be justified with written documentation detailing meetings between the Coursework Coordinator and the student, and the student's enrolment history, including any measures initiated through the Coursework Student Intervention Policy.
4. Should the Coursework Studies Committee agree with this proposal, it will make this recommendation to the Academic Board.
5. If the Academic Board agrees that the enrolment should be terminated, the Registrar will write to the student notifying her or him that enrolment will be terminated, and stating the reasons.
6. The student about whom such a decision is made may appeal that decision, in accordance with the provisions set out in Section B3.1 of the MCD Academic Grievance Policy. Such an appeal must be lodged with the MCD within 20 working days of receipt of the termination letter.
7. For international students, termination on the grounds of unsatisfactory progress must be reported to DEEWR, either at the conclusion of the 20 working day period, if no appeal is initiated, or at the conclusion of an unsuccessful appeal.

Students should be familiar with the relevant regulation governing their degree, and with the following documents:

- Coursework Student Intervention Policy
- Academic Conduct Policy
- Academic Grievance Policy.