

## COURSE PROGRESSION POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

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### 1. PURPOSE

To outline student progress expectations in coursework awards, and to outline the rules and intervention strategies that Morling will put in place where students are deemed to not be maintaining satisfactory course progress.

### 2. DEFINITIONS

Key Term or Acronym	Definition
MC	Morling College
CoE	Confirmation of Enrolment
ESOS	Education Services for Overseas Students Act 2000
The Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018

### 3. SCOPE

This policy applies to all students enrolled in courses in the Faculty of Education and

Faculty of Counselling, Chaplaincy and Spiritual Care.

#### **4. POLICY STATEMENT**

Morling College seeks to ensure that all students enrolled in a MC course are maintaining satisfactory course progress. MC is committed to exercising a duty of care towards students by reviewing each student's course progress at the conclusion of each enrolment period and intervening with appropriate academic support and pastoral care where a student is not maintaining satisfactory course progress. Interventions under the policy are not intended as punitive measures but as an expression of pastoral care for students and an exercise of MC's legal and moral responsibilities.

#### **5. PRINCIPLES**

##### **Expectations**

- 5.1 To qualify for the appropriate academic award a student of MC shall:
- Comply with all the applicable College academic and course rules
  - Successfully complete a prescribed course as detailed in the Schedule for the specific course, and
  - Maintain a satisfactory standard of participation in all prescribed activities associated with the course.

##### **Orientation Module**

- 5.2 The Orientation Modules have been designed to assist students in preparation for their studies at Morling College. Students will be enrolled automatically into the Orientation Modules, and these can be accessed via Morling Online. Completion of the Orientation Modules are compulsory. The due date for completion will be listed as the Friday in Week 4 of the commencing study period
- 5.3 Students are permitted to request an extension to support their completion of the Orientation Modules. The request for extension will be assessed by the DSS and Faculty Dean and the student will be advised of the outcome and the revised due date for completion of the modules.
- 5.4 Non-completion of the Orientation Modules may result in the students' exclusion from future enrolments up until such time as the Orientation Modules have been completed.

##### **Unsatisfactory Course Progress**

- 5.5 At the conclusion of each enrolment period, the Director of Student Services will determine the course progress of each student from the recent enrolment period. Students who have successfully completed more than half of the units they have undertaken in that enrolment period are deemed to be maintaining satisfactory course progress. Students who have successfully

completed half or fewer than half of the units they have undertaken in that enrolment period are deemed to be maintaining unsatisfactory course progress for that enrolment period, and the following intervention strategies are put in place (in addition to any other measures that are adopted in accordance with the Faculty's at-risk students procedures):

- If the student was deemed to have made satisfactory course progress in their most recent previous enrolment period the student will be placed on conditional enrolment and deemed 'marginal'.
- If the student was deemed to have made unsatisfactory course progress in their most recent previous enrolment period the student will be placed on conditional enrolment and deemed 'poor'.
- If the student was already on conditional enrolment in their most recent previous enrolment period and deemed 'poor', the student will be subject to mandatory exclusion.

5.6 Students may apply in writing to the Director of Student Services for an exemption to conditional enrolment or exclusion if these were due to units withdrawn rather than failed. If granted, the student can continue to enrol as normal or under enrolment conditions set by the Director of Student Services.

5.7 If a student is placed on conditional enrolment, the Director of Student Services will notify the student in writing.

#### Conditional enrolment

5.8 Conditional enrolment will require that prior to admission to any further units of study, the student will need to contact the Director of Student Services and Dean (or Dean's delegate) of the faculty in order to identify the issues which led to the student being in the position of conditional enrolment, and what steps have been put in place to avoid unsatisfactory course progress in the future.

5.9 The Director of Student Services is required to put in place appropriate enrolment conditions, which relate to the identified issues. Examples of enrolment conditions include (but are not limited to):

- limiting the enrolment load of a student
- restricting the delivery mode of units that the student may enrol in
- requiring that the student undergo academic support training
- requiring that the student be in contact regularly with a lecturer or course adviser
- requiring that the student participate in an English support program
- requiring that the student submit all assessments on time.

Failure to meet set enrolment conditions may result in the cancellation of a student's enrolment.

#### Exclusion

- 5.10 Students who undergo mandatory exclusion may apply in writing to the Director of Student Services to appeal the exclusion. If granted, the student can continue to enrol under enrolment conditions set by the Director of Student Services.
- 5.11 Students who are to undergo mandatory exclusion will have their enrolment in their current course cancelled.
- 5.12 Students who reach exclusion will face a mandatory exclusion period of twelve (12) months.

#### Readmission to a Morling College Course

- 5.13 After the conclusion of the twelve (12) month exclusion period, students on exclusion may apply for admission into either their previous or a new course. This admission will be treated as a new application in either case. Entry is not guaranteed. Students must apply in writing to the Director of Student Services, and identify the issues, which led to them being in the position of exclusion, and what steps have been put in place to avoid unsatisfactory course progress in the future.
- 5.14 The Director of Student Services will assess the student's application for entry into a course based on the information provided. The Higher Education Support Act (2003) requires that the student demonstrate academic suitability for admission to the course, even if previously enrolled in that course.

#### Overseas Students Course Progress: Counselling

- 5.15 In addition to the above policy requirements, overseas students enrolled in a Counselling Course must at all times be in a position to complete their course in the timeframe as specified in their Confirmation of Enrolment (CoE) in order to be deemed to be maintaining satisfactory course progress. There is an enrolment limit of sixty (60) credit points per semester in all awards. This means that where it is no longer possible for a student to catch up and complete their course by the end date of the CoE at the rate of sixty (60) credit points per semester, the student will be deemed to no longer be maintaining satisfactory course progress. When this occurs Morling College is required to take action against the student under the ESOS Act, which may result in the cancellation of the student's CoE, notification of this to the Australian Government Department of Home Affairs, and subsequent cancellation of the student's Australian student visa.
- 5.16 Students who undergo mandatory exclusion may apply in writing to the Director of Student Services to appeal the exclusion. If granted, the student

can continue to enrol under enrolment conditions set by the Director of Student Services.

- 5.17 In accordance with student visa obligations, overseas students may enrol in no more than 25 percent of the total course by off-campus units. In each enrolment period, overseas students must be studying at least one (1) unit that is not in off-campus mode.
- 5.18 Overseas students are strongly encouraged to study a normal full-time load (48 credit points) per enrolment period. However, a student may seek permission to enrol in less than a full-time load in any enrolment period if one or more of the following apply:
- there are compassionate or compelling reasons for reducing the load
  - the reduced load is part of a formal intervention strategy related to this policy
  - the student has undertaken, or plans to undertake, additional units in another enrolment period to maintain satisfactory progress to complete the course in the timeframe of the CoE
  - the number of units a student has left to complete in order to complete the requirements of the enrolled course do not constitute a full-time load
  - units appropriate to a student’s course are not available in that study period or by a reasonable alternative arrangement.

## 6. RELATED DOCUMENTS AND LEGISLATION

Education Services for Overseas Students Act 2000 (ESOS)

Higher Education Support Act 2003

National Code of Practice for Providers of Education and Training to Overseas Students 2018.

## 7. REFERENCES

Australian College of Theology Course Progression Policy

## 8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.01	Policy Coordinator	March 2023	March 2023	Header table updated to latest version, including addition of keywords. Updated responsible officer. Replaced “Registrar” with “Director of Student Services”
3	Academic Board	27 April 2022	27 April 2022	Added: Orientation Modules 5.2 – 5.2

				5.18: changed full-time credit points from 16 to 48 to reflect change in Credit Point Policy
2	Academic Board	5 August 2020	5 August 2020	Amended to include Education 5.2 changed 'at least 51%' to 'more than half'. Included reference to academic support in 4.
1	Academic Board	6 March 2020	6 March 2020	New policy

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