

## MONITORING COURSE PROGRESS

### PROCEDURES

<b>Purpose</b>	The purpose of these procedures is to ensure that intervention strategies are in place to support students who are at risk of failing to achieve satisfactory course progress and to ensure such students are provided with advice and assistance to improve their performance and results.
<b>Scope</b>	All higher education courses.
<b>Procedures</b>	<p>Students who are at risk of not making satisfactory progress are identified by the relevant teaching staff and asked to meet with the teaching staff to discuss the remedial action that may be taken and to develop a Performance Improvement Plan.</p> <p>The Performance Improvement Plan identifies the key areas for improvement and recommends specific improvement and monitoring strategies as well as ongoing review dates.</p> <p>The Performance Improvement Plan may include one or more of the following depending on the student's circumstances:</p> <ul style="list-style-type: none"> <li>• Meetings with the relevant teaching staff</li> <li>• Specific activities designed to improve areas of learning needs</li> <li>• Additional work or assessment tasks</li> <li>• Support from the UNSW Counselling Services</li> <li>• Support from the UNSW Learning Centre</li> </ul> <p>The Director of Education develops the Performance Improvement Plan in consultation with the student and the relevant head of course.</p> <p>The Education Committee monitors overall progress on all students who are identified as at risk of failing to achieve satisfactory course progress. The Academic Board is periodically updated on students at risk.</p>
<b>Related policies, procedures and documents</b>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Assessment Policy</li> <li>• Late Submission Policy</li> <li>• Special Consideration Policy</li> </ul>
<b>Responsibility for implementation</b>	Director of Education

<b>Approval body</b>	Director/CEO
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