

 BOND UNIVERSITY	ACADEMIC PROGRESS POLICY
Contact Officer	Senior Manager, Enrolment and Administration
Date First Approved	14 December 2022
Approval Authority	Chair, Academic Senate
Date of Next Review	14 December 2025

1. PURPOSE AND OBJECTIVES

Bond University expects coursework students to maintain a satisfactory level of academic progress in their program of study. This is demonstrated by students achieving passing grades and advancing towards successful completion of their program requirements.

This Policy aims to ensure that students who are not maintaining satisfactory levels of academic progress are identified and offered learning and other support services to assist with their studies. Students who do not meet the required levels of academic progress may have conditions imposed on their enrolment or be refused further enrolment.

2. AUDIENCE AND APPLICATION

This Policy applies to all students undertaking coursework programs of study at Bond University. It does not apply to students undertaking HDR programs or non-award study.

Management of the progress of HDR students is outlined in the Higher Degree by Research Programs Policy.

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Chair, Academic Senate	<ul style="list-style-type: none"> ▪ Policy owner
Student Admission and Progression Committee	<ul style="list-style-type: none"> ▪ Reviews the performance of students excluded from the University for academic reasons ▪ Makes recommendations to Academic Senate or the University Registrar to support student retention and progression
University Registrar	<ul style="list-style-type: none"> ▪ Excludes students from enrolment in a program of study for unsatisfactory academic progress
Director, Student Business Services, or delegate	<ul style="list-style-type: none"> ▪ Monitors the academic progress of all coursework students and notifies those students who have been identified as not achieving satisfactory academic progress
Executive Dean of Faculty or Head of University Academic Unit (UAU), or delegate	<ul style="list-style-type: none"> ▪ Approves readmission of student after a period of exclusion
Associate Dean (Student Affairs & Service Quality) or equivalent	<ul style="list-style-type: none"> ▪ Provides guidance and support to students ▪ Specifies the subjects and workload for Conditional Enrolment ▪ Permits or denies the continued enrolment of students who have been excluded as the delegate of the Executive Dean or Head of UAU
University Appeals Committee	<ul style="list-style-type: none"> ▪ Considers and determines appeals from students excluded from a program of study due to unsatisfactory academic progress

4. POLICY STATEMENT

4.1. Progression Monitoring

Bond University is committed to helping students to complete their program of study and graduate. Students are expected to take responsibility for their learning and implement steps to improve their academic progress where necessary. This includes making use of recommended support services and learning support.

The University will not permit students to continue studying indefinitely when they are not making satisfactory academic progress. If a student's progress is unsatisfactory, they face consequences such as restricted study loads or exclusion.

Each student's academic progress will be assessed on a semester basis, or on a subject basis where subjects do not align with semesters. The outcomes explained in clauses 4.2-4.5 (i.e. Good Standing, Academic Warning, Conditional Enrolment, or Exclusion) are possible from these progression checks.

Accredited programs may also have program-specific progression and exclusion requirements as set out in the relevant Rules of Assessment and Progression.

4.2. Good Standing

The student is making satisfactory academic progress and is permitted to continue in their program of study.

4.3. Academic Warning

A student will be issued with an academic warning if they:

- fail a compulsory subject, program requirement or Core Curriculum subject;
- fail at least 50 percent of the credit points attempted in a semester (but note clause 4.5.1 in relation to the Diploma Preparation Program); or
- fail a level of the English program.

Students issued with an academic warning will be notified to take steps to improve their academic progress, which may include seeking academic advice on their suitability for the program of study, learning assistance, and/or medical, counselling or other personal support.

4.4. Conditional Enrolment

4.4.1. A student will be placed on conditional enrolment if they:

- have been placed on academic warning for previously failing at least 50 percent of the credit points attempted in a semester and then fail at least 50 percent of the credit points attempted in their following semester of study in the same program, or an updated version of the program, at Bond University; or
- have been placed on academic warning for previously failing a level of the English program and then fail the same level of the English program in their following attempt.

4.4.2. A student will also be placed on conditional enrolment in the circumstances described in clause 4.4.6 and may be placed on conditional enrolment in the circumstances described in clause 4.4.7 or 4.7.3.

4.4.3. Where a student has unfinalised grades, a determination of the student's liability to be placed on conditional enrolment will be made when the subject grades are returned unless the outstanding grade/s will not impact the determination.

4.4.4. A student is placed on conditional enrolment for a period of one semester. Once placed on conditional enrolment, a student is expected to consult the relevant Associate Dean/s (Student Affairs & Service Quality) or equivalent about their studies.

4.4.5. The conditions to maintain enrolment are prescribed by the relevant Associate Dean (Student Affairs & Service Quality) or equivalent. The student must comply with all prescribed conditions during the period of conditional enrolment (e.g. reduced enrolment load, enrolment in specific subjects only, appointments with the Academic Skills Centre, and/or meetings with the Associate Dean).

4.4.6. If a student on conditional enrolment withdraws from their program of study but is subsequently readmitted to the same program, or an updated version of the program, the student will be placed on conditional enrolment immediately following their readmission.

4.4.7. If a student on conditional enrolment in one program is approved to change to another program, the student may be placed on conditional enrolment in the other program.

4.5. Academic Exclusion

4.5.1. Subject to clause 4.5.2, a student will be excluded from the relevant program if they:

- have been placed on conditional enrolment for twice failing at least 50 percent of the credit points attempted and then fail to pass all subjects attempted in their semester of conditional enrolment at Bond University;
- have been placed on conditional enrolment for twice failing a level of the English program and then fail the same level of the English program in their next attempt;
- are enrolled in the Medical Program and have been identified for exclusion based on the Medical Program Rules of Assessment and Progression;
- have failed two or more 10 credit point subjects in the Diploma Preparation Program; or
- have been placed on conditional enrolment following a change of program or readmission to a program and fail to pass all subjects attempted in their semester of conditional enrolment.

4.5.2. A student who is liable for exclusion under clause 4.5.1 may be permitted to re-enrol by the relevant Faculty or UAU on such conditions as the Faculty or UAU deems appropriate.

4.5.3. A student who is permitted to re-enrol under clause 4.5.2 will be excluded from the relevant program if they:

- fail to pass all subjects attempted in their next semester of enrolment at Bond University;
- fail a level of the English program in their next attempt;
- fail the Doctor of Medicine subject or year-based subject in which they enrol within the Medical Program; or
- fail to comply with any of the conditions prescribed for re-enrolment.

4.5.4. Where a student has unfinalised grades, a determination of the student's liability for exclusion will be made when the subject grades are returned unless the outstanding grade/s will not impact the determination.

4.6. Appeals

A student who has been excluded under clause 4.5.1 or 4.5.3 may appeal against their exclusion in accordance with the Student Grievance Management Policy.

There is no appeal against conditional enrolment or the conditions to maintain enrolment prescribed by the relevant Associate Dean (Student Affairs & Service Quality) or equivalent.

4.7. Readmission Following Exclusion

4.7.1. A student who has been excluded from a program may apply for admission into a different program within the same or a different Faculty or UAU.

4.7.2. If a student who has been excluded from a program as a result of unsatisfactory academic progress does not appeal against the decision, or if the student's appeal is dismissed, the decision to exclude may only be revoked by the relevant Executive Dean or Head of UAU, or delegate, through the approval of an application for readmission on condition that:

- normally at least two semesters have elapsed from the date of exclusion; and
- the student submits a personal statement, and any relevant documentation, in support of their application to be reviewed as part of the readmission decision.

4.7.3. A student who returns to study in the same or a different program following exclusion may be placed on conditional enrolment.

5. DEFINITIONS, TERMS, ACRONYMS

Academic progress	A student's progress towards successful completion of the academic requirements of their program of study.
Academic standing	Describes the state of a student's academic progress in their studies. Academic standing will be assessed as: Good; Academic Warning; Conditional Enrolment; Excluded.
Award	A degree, graduate diploma, graduate certificate, associate degree or diploma conferred by the University upon completion of a coursework program or a program of research.
Exclusion	When a student is not permitted to continue in their program of study at the University on the basis of unsatisfactory academic performance. A student is excluded from a specific program, not from a Faculty or UAU, or the University as a whole.
Faculty	Bond Business School, Faculty of Health Sciences & Medicine, Faculty of Law, and Faculty of Society & Design (each of which is headed by an Executive Dean).
HDR	Higher Degree by Research.
International student	A student who is not an Australian or New Zealand citizen or person granted permanent residence status in Australia.
Non-award study	When a student is enrolled in subject/s on the basis that completion of the subject/s does not result in an award. The student is assessed in the subject/s.
Semester	A designated academic period, normally of 14 weeks duration including any relevant examination period. Standard semesters in the academic year commence in January, May, and September.
Student	A person who is enrolled in one or more subjects or a research program offered by the University.

Subject A segment of instruction approved by a Faculty or UAU as being a discrete part of the requirements for a program offered by the University and identified by a unique subject code.

University Academic Unit (UAU) Bond University College (headed by the Director) and Transformation CoLab (headed by the Assistant Provost).

6. AFFILIATED PROCEDURES AND SCHEDULES

[Student Review and Appeals Procedure](#)

- Review of Results Procedure
- Appeals Against Academic Exclusion Procedure
- Appeals Against Findings of Student Misconduct Procedure

[Withdrawal Without Penalty Procedure](#)

7. RELATED DOCUMENTS

[Enrolment Policy](#)

Medical Program Rules of Assessment and Progression

[Higher Degree by Research Programs Policy](#)

[Student Grievance Management Policy](#)

[Student Support Policy](#)

8. MODIFICATION HISTORY

Date	Sections	Source	Details
January 2023			V1.1
December 2022			Regulations to Policy