1. Purpose and Objectives

These procedures enact the admissions section of PPL 3.40.04 Admissions and Enrolments - Policy.

2. Definitions, Terms, Acronyms

**Associate dean (academic)** – The relevant associate dean (academic) of the faculty administering the award. For non-award students, the associate dean (academic) of the faculty administering the course.
**Enrolment** – enrolment in courses or programs approved by an authorised officer and after fees and charges have been paid.

**GPA** – Grade point average (GPA) is defined as the average of the grade of results obtained by the student in all courses in which the student is enrolled, weighted by the unit value of each course in accordance with the following formula —

\[
\frac{\sum(GP)}{\sum(P)}
\]

where:

G = grade of result in a course; and

P = the unit value of that course.

If a student is enrolled in a course but gets no result, G = 0. Also refer to section 5.8 of these procedures for further information.

### 3. Procedures Scope/Coverage

These procedures apply to all students enrolled in an undergraduate, postgraduate coursework, or a non-award program at The University of Queensland.

### 4. Procedures Statement

These procedures set out the requirements for management of students’ academic standing at the University and for requiring them to show cause why their enrolment should not be cancelled where their progress is unsatisfactory. Unless otherwise stated, these procedures may be displaced wholly or partly by a different intention appearing in any program rule.

### 5. Academic Standing

#### 5.1 Notification of poor academic standing

5.1.1 The Academic Registrar must notify all persons who —

(a) are identified as a ‘warned student’ as defined in 5.2 below; or

(b) are required to show cause why enrolment should not be cancelled under these procedures.

#### 5.2 Academic warning

5.2.1 A student, enrolled in a non-award program who —

(a) has either —

(i) completed one semester of study at the University in the non-award program; or
(ii) (A) completed more than one semester of study; and
(B) not been a warned student in their previous semester of study; and
(C) not been required to show cause in the previous two most recent semesters of study in the non-award program; and

(b) (i) attains a GPA of less than 3.5; or
(ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,
is to be cautioned by the Academic Registrar that their academic progress falls below an acceptable standard and the student becomes a ‘warned student’.

5.2.2 A student enrolled in an undergraduate program who —

(a) has either —
(i) completed one semester of study at the University in the undergraduate program; or
(ii) (A) completed more than one semester of study; and
(B) not been a warned student in their previous semester of study; and
(C) not been required to show cause in the previous two most recent semesters of study in the undergraduate program; and

(b) (i) attains a GPA of less than 3.5; or
(ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,
is to be cautioned by the Academic Registrar that their academic progress falls below an acceptable standard and the student becomes a ‘warned student’.

5.2.3 A student enrolled in a postgraduate program who —

(a) has either —
(i) completed one semester of study at the University in the postgraduate program; or
(ii) (A) completed more than one semester of study; and
(B) not been a warned student in their previous semester of study; and
(C) not been required to show cause in the previous two most recent semesters of study in the postgraduate program; and

(b) (i) attains a GPA of less than 3.5; or
(ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,
is to be cautioned by the Academic Registrar that their academic progress falls below an acceptable standard and the student becomes a ‘warned student’.

5.2.4 A ‘warned student’ must be notified to seek —
(a) academic advice; or

(b) learning assistance; or

(c) both academic advice and learning assistance.

5.2.5 A warned student may, at the direction of the associate dean (academic), be required to attend an interview or negotiate an agreed plan to remediate their academic standing.

5.2.6 Where a student has undertaken —

(a) only year long courses, the determination of the student’s academic standing will be based on the student’s performance in the year long courses, not the performance in individual semesters; or

(b) a mixture of semester based and year long courses, the determination of the student’s academic standing —

(i) in the semester based course will be based on the student’s performance in the semester; and

(ii) in a year long course will be based on the student’s performance in the semester when the year long course is finalised.

5.2.7 In section 5.2.6 —

*semester* does not include summer semester.

*year long course* is considered a semester of study for the determination of academic standing.

### 5.3 Unsatisfactory academic progress

5.3.1 A student enrolled in a non-award program who —

(a) has either —

(i) was warned under section 5.2.1 in the previous semester of study in the non-award program; or

(ii) was required to show cause under this section in one of the previous two most recent semesters of study in the non-award program; and

(b) in the latest semester of study —

(i) attains a GPA of less than 3.5; or

(ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,

will be required to show cause under section 5.4 why enrolment should not be cancelled in all non-award programs.

5.3.2 A student enrolled in an undergraduate program who —

(a) either —

(i) was warned under section 5.2.2 in the previous semester of study in the undergraduate program; or

(ii) was required to show cause under this section in one of the previous two most recent semesters of study in the
undergraduate program; and

(b) in the latest semester of study —

(i) attains a GPA of less than 3.5; or

(ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,

will be required to show cause under section 5.4 why enrolment should not be cancelled in all undergraduate programs.

5.3.3 A student enrolled in a postgraduate program who —

(a) either —

(i) was warned under section 5.2.3 in the previous semester of study in the postgraduate program; or

(ii) was required to show cause under this section in one of the previous two most recent semesters of study in the postgraduate program; and

(b) in the latest semester of study —

(i) attains a GPA of less than 3.5; or

(ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,

will be required to show cause under section 5.4 why enrolment should not be cancelled in all postgraduate programs.

5.3.4 Where a student has undertaken —

(a) year long courses only in a year, the determination of the student’s academic standing will be based on the student’s performance in the year long courses, not the performance in individual semesters; or

(b) a mixture of semester based and year long courses, the determination of the student’s academic standing —

(i) in the semester based course will be based on the student’s performance in the semester; and

(ii) in a year long course will be based on the student’s performance in the semester when the year long course is finalised.

5.3.5 In this section —

*semester* does not include summer semester.

*year long course* is considered a semester of study for the determination of academic standing.

## 5.4 Showing cause

5.4.1 This section applies when a person is required to show cause why enrolment should not be cancelled under section 5.3.

5.4.2 A person must apply to the associate dean (academic) to show cause why enrolment should not be cancelled. A show cause application must —
(a) be made in the approved form; and
(b) be lodged with the Academic Registrar not later than 20 business days after the date of the notice issued under section 5.1.

5.4.3 In determining a show cause application, the associate dean (academic) may consider —

(a) the circumstances contributing to the applicant’s continued poor academic progress; and

(b) the steps taken by the applicant to remediate their academic progress following receipt of the warning in a previous semester of study.

5.4.4 Before a show cause application is decided, where an applicant has been required to show cause under these procedures in one of the previous two most recent semesters of study, the applicant must be invited to attend an interview with the associate dean (academic), or nominee, to discuss the applicant’s academic performance to date.

5.4.5 Despite section 5.4.4, the associate dean (academic) may waive the interview requirement in section 5.4.4 if the associate dean (academic) interviewed the applicant following the first requirement to show cause under section 5.3.

5.4.6 An applicant undertaking a dual degree program may, in the show cause application, seek permission to remain enrolled in the dual program or either of the programs contributing to the dual program.

5.4.7 The associate dean (academic) may impose conditions, whether or not a show cause application is approved, with respect to academic rehabilitation or other conditions deemed necessary in the circumstances.

5.4.8 If the associate dean (academic) imposes conditions under section 5.4.7, the associate dean (academic) must —

(a) specify a time within which the applicant must comply with the conditions; and

(b) notify the applicant in writing of the conditions imposed and the time within which they must be complied with.

5.4.9 The associate dean (academic) may refuse a show cause application where an applicant has not complied with a condition imposed under this section within the time specified or to the satisfaction of the associate dean (academic).

5.4.10 The associate dean (academic) must approve a show cause application where an applicant has complied with all conditions imposed under these procedures within the time specified and to the satisfaction of the associate dean (academic).

5.4.11 Where a show cause application is not submitted in accordance with section 5.4.2 or a show cause application is refused enrolment will be cancelled.

5.5 Appeal to Senate

5.5.1 A person dissatisfied with any action taken in relation to enrolment under these procedures may appeal to the Senate Student Appeals Committee (SSAC) by notice in writing given to the Academic Registrar within 10 business days of the receipt of the document notifying that the action has been taken.

5.5.2 SSAC has full power to —

(a) uphold or dismiss the appeal; or

(b) impose such conditions as it may determine whether or not an appeal was upheld or dismissed.
5.6 Subsequent application

5.6.1 A person who —

(a) is required to show cause why enrolment should not be cancelled under section 5.3 or 5.4; or

(b) (i) is required to show cause why enrolment should not be cancelled under section 5.4; and

(ii) a show cause application is refused; or

(c) has had an appeal of the decision to refuse a show cause application under section 5.5 dismissed,

may not apply for permission to re-enrol until the same semester of the following year.

Example —

A student is refused enrolment based on poor academic progress in Semester 2, 2006. The student seeks permission to re-enrol for semester 1, 2007 and is refused and unsuccessfully appeals the decision. The earliest semester that the student can next seek permission to re-enrol is semester 1, 2008.

5.6.2 Despite section 5.6.1, an associate dean (academic) may, in exceptional circumstances, reduce the period of interruption by permitting a student to re-enrol before the same semester of the following year.

5.7 Breach of condition of enrolment

5.7.1 A person who fails to comply with any condition of continued enrolment or re-enrolment imposed under Section 5 may be refused further enrolment.

5.8 Calculation of GPA for academic standing

5.8.1 For the purpose of these procedures —

(a) the unit value and grade of result for a course studied over a full year is treated as the unit value and grade of result for a course studied over the second half only of that year; and

(b) the unit value and grade of result for all courses studied in a semester, regardless of the number of teaching periods in that semester, will be considered together to calculate a semester GPA.

6 Transitional

6.1 For the purposes of these procedures, a person whose enrolment was refused under these procedures or PPL 3.40.11 Enrolment is recognised under these procedures for determining whether the person has previously been required to show cause why enrolment should not be cancelled under section 5.4.

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