

Higher Education progression, exclusion and graduation policy

Written Direction No. WDETG20207

Approval Date: 28 September 2010

Effective From: 1 January 2011

1. Introduction

TAFE NSW Higher Education students must meet minimum academic standards for progression, course completion and eligibility to graduate.

2. Purpose

This policy prescribes the rules for student progression, exclusion due to unsatisfactory progress, course completion requirements, graduation eligibility, conferral of awards and certification documentation.

3. Scope

This policy applies to all TAFE NSW Higher Education students as well as TAFE NSW staff responsible for the management of students enrolled in higher education courses including academic, counselling and student administration staff.

4. Policy

TAFE NSW Higher Education students:

- will be monitored to ensure satisfactory academic progress;
- will be supported if identified as at academic risk;
- may be excluded if they fail to maintain minimum academic standards; and
- will be eligible to graduate upon satisfactory completion of course requirements.

5. Responsibilities

Position	Responsibility
Higher Education Academic Council	The Higher Education Academic Council is the approver of this policy.
Head of Higher Education Standards, TAFE NSW	The Head of Higher Education Standards is the owner of this policy.
Dean of Higher Education, TAFE NSW	The Dean of Higher Education has overall responsibility for the effective administration and implementation of this policy.
Course Coordinators	Course Coordinators have local responsibility for the effective administration and implementation of this policy.

6. Definitions

Definitions applying to this policy are listed in the associated TAFE NSW Higher Education procedures available at:

- <https://www.tafensw.edu.au/documents/60140/1073785043/HE-Progression-Exclusion-Procedure.pdf>
- <https://www.tafensw.edu.au/documents/60140/1073785043/HE-Degree-Conferral-Graduation-Procedure.pdf>

7. Related documents

This policy should be read in conjunction with the following related documents:

- TAFE NSW Higher Education Progression and Exclusion Procedure
- TAFE NSW Higher Education Degree Conferral and Graduation Procedure

8. Contacts

Accountable Officer Head of Higher Education Standards, TAFE NSW
 Written Direction Officer Higher Education Specialist, TAFE NSW

9. Document information and review

This policy document will be reviewed at least every three years.

Record No. PROJ20/83

Review Due: 1 DECEMBER 2023

Approval History

No	Effective	Approved by	Amendment
1	28 September 2010	TAFE NSW Higher Education Governing Council	Initial approval of policy statement.
2	5 November 2020	Head of Higher Education Standards	Policy statement updated into new Written Directions format. Minor content changes to reflect current versions of related procedures.