



## Progression Policy

### 1. Introduction

The Policy sets out the College's requirements for students to achieve satisfactory academic progress in order to complete their programme of study in accordance with the applicable award requirements stipulated in the Internal Regulations and Prospectus of CASA College.

The Progression Policy provides a mechanism to identify and then re-engage those students who are failing to fulfil the requirements set by the programme of study. Reasons for non-engagement/ non-fulfilment may be personal, financial or academic but if these problems are identified and addressed early in a student's studies failing students can turn into successful students.

Students who fail to engage in their studies within the first six weeks of their programme receive an academic probation letter with which they are being placed on Academic Probation for the respective semester of studies, due to unsatisfactory academic performance. They are also strongly advised to seek academic advice from the Director of Academic Studies in order to ensure progression within their programme of studies. In a different case, students are withdrawn from their studies.

### 2. Principles

- a. The student is responsible for achieving satisfactory academic progress and complying with all award requirements, including completing the programme of their studies within the maximum time to complete (8 – 12 semesters).
- b. The College is responsible for monitoring students who are unable to achieve or are at risk of not achieving, or have not achieved, academic progression requirements.
- c. The main key factor for students' progression is their engagement with the programme of study. This will occur through different means, including:
  - Attendance at weekly sessions;
  - Engagement with in-class and out of class activities;

- Submission of assignments;
- Utilisation of library resources;
- Their presence and academic performance during the mid-term and final exam.

Students who do not respond appropriately to their learning through the above means will be at risk of under-achieving or failing academically and potentially be at risk of termination due to failure.

- d. Where the College has good cause to consider that a student has ceased responding completely to their studies midway through the academic year, the Academic Committee reserves the right to review a student's records and terminate his/her student rights. The student will have the right to appeal via the Application for the Appeal against ToS (Termination of Studies) within seven working days.
- e. The College is responsible for offering support to help the student in fulfilling the requirements set by the respective programme of study (Academic Mentors, Peer Tutoring, Online Tutoring, Library and Learning Services, Student Affairs Services etc).
- f. Academic progression decisions are based on academic criteria.
- g. In its approach to identifying and supporting students not achieving academic progression requirements, the College will adhere to the principles of procedural fairness and be equitable, consistent, transparent, respectful of privacy and timely.

The progression policy is supported by use of various data, including:

- Systems that monitor attendance at timetabled sessions (CaCoMA).
- Systems that provide information on when and for how long students log in to the Moodle platform for each module.
- System (Moodle Platform) that stores outcomes from students' formative assessments.
- Receiving information from CaCoMA and Moodle for students results from Mid-term and Final Exams.
- Receiving data from EBSCO Information Services, twice an academic year-once every semester (prior to the sixth week of classes) for the students' online library viewing and traffic.

### 3. Responsibilities

- a. The Lecturers and the Academic Mentors have the responsibility from academic week 4 to week 5 to cooperate and to identify students with poor performance and engagement, to communicate with them and have a personal meeting.

- b. The Programme Coordinator in cooperation with the lecturers has the responsibility to oversee and manage the students' engagement to study and to report any cases at risk to the Academic Committee through the Academic Director of Studies.
- c. Students have the responsibility to engage with their programmes of study. Respond to communications sent under this policy and attend all kind of meetings. Keep the College informed of any changes in circumstances that are making progression, due to lack of engagement, difficult, including if they wish to withdraw. In cases of extenuating circumstances strong evidence must be submitted by the student in order to support a student's lack of engagement and failure.
- d. The Student Affairs Department Professional is responsible to provide input into the Progression Policy where relevant and where confidentiality/GDPR allows (e.g., where students have registered with ACCESS, where a student has applied for financial support from the College due to lack in funds, where a student has sought academic advice).

The present Progression Policy is communicated to all and it is available on CASA College's Website.