



International Students

School Course Progress Policy

Course Progress

- The School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- The course progress of all students will be assessed at the end of each semester of enrolment.
- Students who have begun part way through a semester will be assessed after one full semester.
- To demonstrate satisfactory course progress, students will need to achieve competency in at least 75% of units in any study period (see note in definitions).
- If a student does not achieve competency in at least 75% of units studied in an assessment period, the International Student Coordinator will meet with the student to develop an intervention strategy for academic improvement. This may include:
 - - additional supervised study periods
 - - tutorial assistance
 - - other intervention strategies as deemed necessary.
- A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- The student's individual strategy for academic improvement will be monitored over the following semester by the International Student Coordinator and records of student response to the strategy will be kept.
- If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Ivanhoe Girls' Grammar School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that she has 20 working days in which to access the School's internal complaints and appeals process.
- The School will notify the Department of Immigration and Border Protection (DIBP) via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - - the student does not access the complaints and appeals process within 20 days, or
 - - the student withdraws from the complaints and appeals process, or
 - - the complaints and appeals process results in favour of the School.

Completion Within Expected Duration of Study (Course Progression)

- As noted above, the School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.

- The School will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
 - - compassionate or compelling circumstances
 - - student participation in an intervention strategy as outlined above
 - - an approved deferment or suspension of study has been granted in accordance with Ivanhoe Girls' Grammar School's Deferment, Suspension and Cancellation Policy.
- Where the School decides to extend the duration of the student's study, the School will report via PRISMS and/or issue a new Confirmation of Enrolment (COE) if required.