Program Policy

Version number	2
Approved by	Academic Board
Date of approval	05/07/2022

Purpose

Sydney Institute of Higher Education (**SIHE**) is committed to individualised learning. Effective teaching, however, requires students hold core knowledge before proceeding to enrol in higher level units. Similarly, student should only undertake a reasonable study load such that they have an appreciable chance of success in their studies. SIHE is committed to implementing a fair and accessible process to allow students the flexibility of learning while also ensuring student's study load and prior knowledge are sufficient to succeed in the units they wish to undertake.

This *Program Policy* establishes the principles underpinning study load and pre-requisites, co-requisites and recommended pathways. It then details the procedures that work to implement these principles, and also the process students can use if they wish to request a change in the order that units are undertaken.

Scope

This policy applies to all staff involved in designing and administering program learning at SIHE.

Principles

Students are expected to build knowledge progressively throughout their higher education program at SIHE. Learning and teaching activities will be carefully planned and carried out in line with the relevant learning outcomes. Students are expected to follow the recommended pathways and load that have been established to assure student success. Where a student wishes to alter the recommended pathway or load, either through interest or for personal reasons or due to failing a unit and needing to catch up, a student may apply to vary the load and pre-requisite, co-requisite or recommended pathway in order to adjust their learning and establish a personalised learning pathway for that student. In all instances, either normal pathway or adjusted pathway, students will have demonstrated he intended learning outcomes of each unit in order to pass units.

Procedures

Prerequisites, co-requisite units and the recommend pathway approximate the necessary specific unit knowledge or general academic knowledge, background, or term classification required to succeed academically in a given unit.

Prerequisites are units or other requirements that must be completed prior to the start of a given unit.

Co-requisite units are pairs of units required to be taken together in the same term.

The recommended pathway describes the order of units to be undertaken that best approximates the most efficient order for students to undertake their program. The recommended pathway is deemed useful, but not necessary, for successful completion of a unit.

The standard load for all students is 4 units per term.

The Dean or Program Directors have the right to permit students to exceed the standard load or to enrol in a unit without having the stated prerequisite or co-requisite requirements if the student demonstrates mastery of the material through some other means or the ability to show they have a reasonable prospect of successfully undertaking the unit without the prerequisite or co-requisite units.

Prerequisite Override

Students will be given full information regarding the content of each unit as well as pre-requisite or co-requisite units at least 2 weeks in advance of each teaching period.

Students can request an override by submitting to the Dean or Program Director an Override Request using either the paper form or the enrollment drop/add form with supporting documentation that demonstrates the student or will have achieved mastery of the prerequisite or co-requisite material prior to the start of the class or they have a reasonable prospect of successfully undertaking the unit without the prerequisite or co-requisite units. The Dean or Program Director or those designated by them will review the request and documentation. If approved, the Dean or Program Director will inform the Student Administration Coordinator who can enrol the student in the unit.

Supporting documentation may include, but is not limited to, any of the following:

Prerequisites and Corequisites

- Evidence of registration in a unit that can be transferred as a direct equivalent for the prerequisite or co-requisite unit and will be completed prior to the date they will begin to take the unit that requires the prerequisite courses. In this case, the Dean or Program Director may require that the student provide evidence of successful unit completion before taking the unit that requires the prerequisite unit.
- Evidence of registration in or completion of units that are not direct equivalents, but are determined by the Dean or Program Director, or others as designated by them, to demonstrate mastery of the prerequisite or co-requisite material. This evidence may include transcripts and other course documents (e.g, syllabi, examinations).
- Prior learning assessments (credit by examination, credit by prior learning, certificate and diploma learning.) that are determined by the Dean or Program Director, or others as designated by them, to demonstrate a reasonable prospect of successfully undertaking the unit without the prerequisite or co-requisite units.
- Other evidence or learning demonstrating mastery of the prerequisite or co-requisite material or a reasonable prospect of successfully undertaking the unit without the prerequisite, concurrent, co-requisite units.

Load Override

Students will be given full information regarding the standard load of units to study at least 2 weeks in advance of each teaching period.

Students can request a load override by submitting to the <u>Dean or Program Director</u> an Override Request using either the paper form or the enrolment drop/add form with supporting documentation that demonstrates the student has a reasonable chance of success if they exceed the normal load. The Dean or <u>Program Director</u> or those designated by them will review the request and documentation. If approved, the Dean or <u>Program Director</u> will inform the Student Administration Coordinator who can enrol the student in the unit.

Supporting documentation may include, but is not limited to, any of the following:

- Evidence demonstrating the ability to handle more than the standard load.
- Evidence that undertaking the over load enrolment is needed to allow the student to avoid a situation where they can only enrol in one or two unit in the next term.

When an official transcript from another institution is not yet available and the Dean or Program Director has required that the student provide supporting documentation to demonstrate mastery or a reasonable prospect of success, the student may be required to submit other evidence of successful completion (e.g, an unofficial transcript, mark report) to receive an override approval.

Unit Disenrollment

After the enrollment period, students may drop, fail to pass or otherwise not complete units needed as a prerequisite, concurrent, or co-requisite courses for the next term. Prior to the start of each term, the General Manager, Governance and Projects will review unit enrollments and identify students who do not have prerequisite, concurrent or co-requisite units completed. The General Manager, Governance and Projects will notify these students of missing prerequisite, concurrent and co-requisite units. The General Manager, Governance and Projects will advise students of the ability to submit an Override Request and that unless an Override Request is approved, the student will be dis-enrolled from all units from all concurrent or co-requisite classes.

Appealing a decision

Students may apply to have special consideration or application to submit late decision reviewed. Students should follow the *Student Complaints and Appeals Policy*.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for implementation of this policy to the academic monitoring committees and the <u>Dean</u>.

The *Academic Board* will review all periodic reports from relevant committees and staff members in

accordance with the *Compliance Calendar*.

Based on these monitoring activities, the *Academic Board* will provide a report to the *Corporate Governance Board*, in accordance with the *Compliance Calendar*, and ensure that findings are taken into account in planning, quality assurance and improvement processes.

Definitions

Academic staff: staff employed at SIHE in learning and teaching or research capacity.

Assessment: the process of grading, marking and reviewing student assessment tasks against the assessment standards and criteria. This includes devising and using assessment criteria, standards and assessment criteria s; reviewing and comparing the marks and grades awarded to individual student submissions for the same assessment task within a unit of study.

Assessment task: a learning task within a unit of study designed to test the demonstration of program and unit learning outcomes. Examples include assignments, exams, online quizzes, essays, presentations, portfolios, essays, reflective journals. Assessment tasks will include clear instructions and guidelines on marking criteria and standards, and assessment criteria s.

Program: a sequenced program of units that a student enrols in and for which they receive a qualification upon graduation.

Program Director: the most senior academic staff member responsible for the delivery of a specific program at SIHE. The Program Director is responsible for the planning and development of a program, particularly unit curriculum information, and works in conjunction with other senior academic staff.

Grading criteria: a marking guide devised to evaluate the quality of student responses in an assessment task that contains the criteria and standards identified in the assessment task guidelines communicated to students. Student assessment tasks are assessed against the attainment of these criteria and standards using the grading criteria.

Learning outcome: an objective that can be measured that describes the knowledge, skills and their application that a student can demonstrate on completion of an assessment task, a unit or program of study.

Review schedule

This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	28/11/ 2018		28/11/ 2021

2	Academic Board	05/07/ 2022	Periodic Review. Changes bring this policy into alignment with the Enrolment Policy and clarifying procedures to be used.	05/07/ 2025

Related Documents

➡	🗋	Program Review and Continual Improvement Policy
➡	🗋	Disability Support Policy
➡	🗋	Examinations Policy
➡	🗋	Moderation Policy
➡	🗋	Student Complaints and Appeals Policy