



Trinity College Pathways School Academic Progress and Course Completion

PolicyType:	DivisionalPolicy
PolicyNumber:	TCDP02
DateApproved:	19 April 2024
PreviousPolicy:	TrinityCollegePathwaysSchoolAcademicProgressPolicy
ReviewDate:	22 November 2026

1 OBJECTIVES

- 1.1 To define the academic progress requirements for students enrolled in Trinity College Foundation Studies Programs (TES Programs).
- 1.2 To define the requirements for course completion.
- 1.3 To advise of the consequences when a student fails to maintain satisfactory academic progress

2 SCOPE

- 2.1 This Policy applies to all students in the TCF Programs

3 POLICY

Student Academic Progress Requirements

- 3.1 It is the student's responsibility to ensure that they meet the academic requirements of the program. Students are expected to meet the academic progress requirements at the end of each study period to continue their enrolment and successfully complete the program.
- 3.4 Students receive four formal progress reports which show their results for each

Recommencing a Foundation Studies program

- 3.9 Where compassionate and compelling circumstances apply, a student who is deemed 'At Risk' of not achieving satisfactory academic progress, may be allowed to recommence a TCFS Program at the start of a new intake.
- 3.10 An intervention plan may be implemented for students who are recommencing the program. All recommencing students will be listed as students in the Student At Risk meetings in their second intake for the purpose of additional monitoring.

Role/ Decision/ Action	Responsibility	Conditions and limitations
Alert Academic Administration of student progress issues within a subject	Academic Staff	
Conduct SAR meetings and coordinate interventions	Associate Dean (Student Journey) (or delegate)	
Assess applications for Suspension of Studies, Transfer or withdrawal Enter results into Synergetic	Senior Coordinator Academic Administration Acade0.001 TmTw 9.12 -	

7.1 The Associate Dean (Student Journey) is responsible for the development, compliance monitoring and review of this policy and any associated procedures and guidelines.

8 REVIEW

This Policy is to be reviewed by 22 November 2026

9 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
050520	TCP Executive Committee	050520	050520	Moved to the new template.
140323	TCPS Executive Committee			Removed references to the Extended Program, Main and TCAEP program and removed references to Conditional-Re enrolment.