



THE WOMEN'S COLLEGE

*Within the University of Sydney*

## ACADEMIC POLICY

The Women's College has a long history of promoting exceptional scholarship and our students are known for their academic excellence. Resident and Affiliate students are expected to prioritise their academic work over all other pursuits and achieve results in their university studies commensurate with their academic ability on entry. While the College endeavours to provide various forms of academic support, it does not guarantee subject-specific tutorials in every subject/course and it is the student's responsibility to access appropriate resources (from the university or privately) to assist them in their studies where necessary. It remains the students' responsibility to ensure that College has all academic results as and when they are available.

This policy outlines the College's procedures in the event of unsatisfactory academic performance, including but not limited to: academic warning and discontinuance of residency/affiliate status.

### Academic Warning

If a student registers a fail in one or more of their university subjects in a given semester, they will be placed on academic warning. Additional fails in any subsequent semester of their degree will result in non-continuance of their place at College at the conclusion of their current residency/affiliate contract.

### Academic Failure

The College will not accept multiple failure of university subjects over time and results are carefully monitored each semester and reviewed annually. If a student registers across any two semesters, two or more fails in their university subjects while they are a Resident or an Affiliate member of the College (i.e. in consecutive or non-consecutive years), their residency/affiliation will not be continued at the conclusion of their current contract.

### Satisfactory Progress

All students are expected to make satisfactory progress in their degrees while members of College. Repeated late withdrawal from or discontinuation of subjects over more than one semester is unacceptable. In such cases students will be placed on academic warning. If the student's progress continues to be unsatisfactory in subsequent semesters (i.e. in consecutive or non-consecutive years), their residency/affiliation will not be continued at the conclusion of their current contract.

### Appeals

Should a student wish to appeal the revocation of their residency/affiliate status, they may access the College appeals process.

The following grounds for appeal may be considered:

- **Special circumstances.** Illness and misadventure may be considered grounds for appeal, provided the student has informed the College in advance of receiving their academic results that they have been adversely affected. (Refer to the College Handbook and Student Residency/Affiliate Agreement).
- **General academic performance.** A student's general academic performance (i.e. their overall academic average) over the course of their degree may be considered as grounds for appeal.
- **Pre-existing educational disadvantage.** This would normally be demonstrated by the student entering the University of Sydney via a dedicated pathways program (such as the Gadigal Program).

The following conditions for appeal will NOT be considered:

- **Poor subject/degree choice.** Students are expected to have researched their degree and subject choice/s thoroughly before coming to College and university, and in subsequent years. The College does not give advice on pre-requisites for degree choice and course content/suitability and students should always be guided by the university in this regard.



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- **Lack of knowledge of university process.** Students are expected to familiarise themselves with the university's administrative processes regarding course enrolment, for example, noting the subject census dates and deadlines for withdrawing without penalty from subjects.
- **Lack of College tutorials.** The College does not guarantee the provision of tutorial support in any university subject. Students are expected to make their own arrangements for academic support if needed.
- **Contribution to College.** Contribution to College life is an expectation of admission to the College. Students are expected to prioritise their academic work and balance college/university activities appropriately.

**PLEASE NOTE:** Appeals which do not fall under special circumstances, general academic performance or pre-existing educational disadvantage, are ineligible for submission.

**Appeals Process**

Should a student wish to appeal the discontinuation of their residency/affiliate status based on meeting the acceptable criteria above, the following process must be followed:

1. Once the student has received official correspondence from the Principal advising them of the discontinuation of their residency/affiliate status, they must access the Academic Appeal Application Form and Academic Appeal Guidelines on Woogle.
2. The appeal, with all relevant documentation, must be submitted to the Vice Principal by 5.00pm on the notified due date.
3. An Appeals Panel consisting of two or more members of the College staff and one senior student residing at the College will be convened on a stated date. The student may be invited to/may request to attend the appeal meeting with a support person, who may be a relative or friend (further details on this process will be provided at the time).
4. The student will be informed of the Panel's decision within 48 hours of the Panel convening, and no further correspondence will be taken into consideration once the Panel determines the outcome.
5. **PLEASE NOTE:** Correspondence from parents or other support persons will not be considered as part of the appeals process unless it meets the documentation criteria in the Appeals Application Guidelines.

The College reserves the right to collect additional information from College staff to assist in its assessment of the student's commitment to her academic work.

**Related documents for reference include:**

- The Women's College Handbook
- The Women's College Student Code of Conduct
- Academic Appeal Application Guidelines and Form
- Student Residency/Affiliate Agreement
- The University of Sydney policies and procedures

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**Dr Tiffany Donnelly**  
**Principal**