

THE WHITE BOOK
STUDENT REGULATIONS
REGULATION P2

Unsatisfactory Academic Progress

Study warnings

1. Where:
 - (a) a student, including a postgraduate student with a Director of Studies, persistently fails to comply with General Regulation G1, i.e. fails without good cause to attend direction of studies or other academic meetings, or College supervisions, or compulsory University provision, or to participate fully and effectively in them; and
 - (b) their Director of Studies reasonably considers that the student is in danger of seriously under-performing his or her academic potential;the Director of Studies may, after consultation with the student's Tutor and with the Senior Tutor, give the student a study warning. A study warning may be written or oral and in either case shall be noted on the student's file.
2. A study warning may only be given to a student if they have previously been notified of the concerns of the Director of Studies, given a clear account of the respects in which their conduct is regarded as unsatisfactory, and given a reasonable opportunity to remedy any failure so notified.
3. The warning shall state that, unless there is sufficient improvement in the student's compliance with their obligations under General Regulation G1, they are in danger of failing in their examinations; and, where relevant, that a failure to be classed is likely to result in the student being permanently rusticated (see Ordinance B,XXI,5-6).
4. Any study warning issued to a student at any time shall be taken into account by any Academic Review Committee or Academic Appeal Panel at a hearing held under Regulations P3 or P4.

Further review

5. Where the Senior Tutor reasonably considers that a student has failed to fulfil his or her study obligations after receiving a study warning, the Senior Tutor shall send the student a first formal written warning, which shall state:
 - (a) the respects in which it is alleged that the student has so failed;

- (b) that the student is in danger of failing their examinations; and where relevant
 - (c) that such a failure may result in them being temporarily or permanently rusticated;
 - (d) that temporary rustication may adversely affect the student's standing under University Regulations to complete their, or any other, examinations and course of study, or be admitted to any degree.
6. The first formal written warning shall further state:
- (a) the date, time and place of a meeting which the student shall attend, to be held with the Senior Tutor, a relevant Director of Studies, and the student's Tutor or, with the permission of the Senior Tutor, an alternative nominated advocate, such as a SSCSU or CUSU welfare officer;
 - (b) that the purposes of such meeting are to investigate the reasons for and circumstances of the failure, and to seek agreement between the student and the College on the actions which the student must take to remedy any failure;
 - (c) what actions, and what academic conditions, the College may require the student to fulfil.
6. The Senior Tutor shall within five calendar days of the meeting held under paragraph [6] send the student a written record of the outcomes of the meeting, including the terms of any agreement reached, any actions agreed by the student or stipulated by the College, and any academic conditions required by the College.
7. The student shall be given a reasonable time to comply with his or her study obligations and with such actions and other academic conditions as were agreed or stipulated under paragraphs 6-7. Where after such reasonable time the Senior Tutor considers that the student continues to fail to comply, he or she shall send the student a second formal written warning, which shall state:
- (a) the respects in which the student continues to so fail;
 - (b) such further actions or academic conditions as the Senior Tutor considers appropriate;
 - (c) that failure to comply with their study obligations, including in particular any failure to comply with such actions or conditions as were agreed or stipulated under paragraph 6-7, or such further actions as are specified in sub-paragraph (b), may result in the student being temporarily or permanently rusticated;
 - (d) that temporary rustication may adversely affect the student's standing under University Regulations to complete their, or any other, examinations and course of study, or be admitted to any degree.

8. Academic conditions which may be imposed include passing a special College examination, set for the purpose. The student shall be given reasonable notice of:
 - (a) the subject or subjects of the examination;
 - (b) the form and conduct of the examination(s);
 - (c) the required pass mark(s).
9. Failure to pass a special College examination shall normally constitute sufficient evidence of a student's unsatisfactory academic progress in breach of his or her study obligations; and such failure may be taken into account by an Academic Review Committee or Academic Appeal Panel, provided always that the failure is determined or confirmed by an independent examiner who is not a Director of Studies, Tutor or Supervisor of the student.
10. Where, in the opinion of the Senior Tutor, a student fails to comply adequately, and within a reasonable period, with the terms of a second written warning the Council shall as soon as practicable appoint an Academic Review Committee under Ordinance P3.

Third Class Honours

11. The award of Third Class Honours in any classed University examination, or any equivalent University award, shall normally constitute sufficient evidence of a student's unsatisfactory academic progress in breach of his or her study obligations. Paragraphs 5-7 shall apply to any student who is awarded a Third Class, or equivalent, and his or her progress shall be monitored in the following academic year in the light of such actions and other academic conditions as were agreed or stipulated in the written record made under paragraph [6].

Examination failure

12. Any student who, in any University examination for which he or she is a candidate:
 - (a) fails to obtain Honours; or
 - (b) fails to achieve a pass in a compulsory examination for a postgraduate qualification; or
 - (c) for any other reason consequent upon such a failure, loses standing to proceed to an Honours degree or postgraduate qualification;shall be permanently rusticated unless, in the opinion of the Senior Tutor in consultation with the relevant Director(s) of Studies and Tutor(s), there is sufficient reason in the circumstances either:

- (i) to permit a student to apply to change their course of study, under Ordinance C,XII,4-6 and Regulation P1; or
- (ii) for the College to support an application by the student to the University for leave to disregard terms (intermission) or for some other examination allowance, under Ordinance C,XIII,11-12 and Regulation P8.

13. A student may appeal to an Academic Review Committee under Ordinance C,XII,6(c) and Regulation P3,21(a) or (d), against any decision not to permit an application to change course or not to support an application to intermit, by giving notice in writing to the Senior Tutor within five calendar days of receiving the decision of the Committee.

Relationship with other College procedures

14. At any time before the Council appoints an Academic Review Committee under paragraph [11], and in particular as part of the outcomes of the meeting held under paragraph [6], either the student or the Senior Tutor, as appropriate, may initiate College procedures for:
- (a) a change of Tripos or other course, under Ordinance C,XII,4-6 and Regulation P1;
 - (b) a review of reasonable adjustments for a student with a disability, under Ordinance C,XIII,1-4 and Regulation P5;
 - (c) a review of fitness to study, under Ordinance C,XIII,8-10 and Regulation P7;
 - (d) an application for leave to disregard terms (intermission), under Ordinance C,XIII,11-12 and Regulation P8.
15. Where an alternative College procedure is initiated under paragraph [15], the Senior Tutor shall decide whether to continue or discontinue the procedures under this Ordinance; provided that proceedings for unsatisfactory performance under Ordinance C,XII,7-9 and Regulation P3 shall not normally be pursued in conjunction with any review of reasonable adjustments for disability or fitness to study, or any application for intermission.