

## Contents

Alternative format.....	3
Summary of policy .....	3
Scope .....	3
What this policy covers .....	3
What this policy does not cover.....	3
The Open University Student Charter Values.....	4
Introduction.....	4
Policy .....	4
1. Purpose .....	4
2. Principles of Academic Progress.....	5
3. How academic progress is monitored .....	6
4. Applying for permission to undertake further study whilst you are at 'restricted' status.	7
Commitment to Equality, Diversity, and Inclusion at The Open University.....	9
Safe Space Reporting .....	9
Glossary.....	10
Alert .....	10
At Risk .....	10
Cancellation period .....	10
Completion of study/module.....	10
Restricted.....	11
Withdrawal .....	11
Related Documentation.....	11
Further Clarification.....	11

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

Feedback ..... 12

Policies superseded by this document ..... 12

Summary of significant changes since the 2023/24 version ..... 12

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

## Alternative format

If you require this Academic Progress Policy document in an alternative format, please contact the Student Support Team via StudentHome or [Contact Us](#) (phone +44 (0)300 303 5303).

Welsh-speaking students may speak with a student support adviser in Welsh on (029) 2047 1170, should they wish to do so.

## Summary of policy

This policy defines:

- What constitutes sufficient academic progress for Students to be able to register or enrol for further study
- How academic progress is monitored
- How and when study restrictions are applied to Students
- How to apply for permission to undertake further study if a study restriction has been applied.

## Scope

### What this policy covers

This policy applies to Students studying undergraduate modules at Open University Levels 1, 2 and 3 ('undergraduate study'). This includes all undergraduate modules studied on a standalone basis as well as undergraduate modules studied as part of a qualification. There is a separate Academic Progress policy for Apprentices.

This policy may be updated throughout the year to correct errors, improve clarity or accessibility, or to reflect changes in legal or regulatory requirements. If these amendments occur after you have registered, you will be notified by email of any significant changes to this policy.

### What this policy does not cover

The rules on monitoring academic progress within this policy do not apply to Students and Learners studying access modules, short courses, microcredentials, vocational qualifications, postgraduate modules or qualifications or research degrees.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

However, if you have had a study restriction applied following unsuccessful study of three consecutive undergraduate modules and you wish to register or enrol to study a short course, an Access module or a postgraduate module, you will need to contact us for permission to study any of these courses or modules.

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## The Open University Student Charter Values

[The Student Charter](#) was developed in partnership by The Open University and the Open University Students Association (OUSA). It sets out our shared values and the commitments we make to each other as a community of students and staff.

This policy has been developed with the Student Charter values as its foundation.

## Introduction

This policy explains the rules for determining whether you have made sufficient academic progress in relation to the rule in The Open University's [Academic Regulations 2024/25 \(Taught Courses\)](#) D2.1 (b).

This policy also outlines the guidance and support you will be offered to help you in an application to return to study following a restriction.

For specific guidance on how this policy may relate to your personal circumstances, please contact your Student Support Team via StudentHome or [Contact Us](#). Welsh-speaking students may speak with a student support adviser in Welsh on (029) 2047 1170, should they wish to do so.

## Policy

### 1. Purpose

- 1.1 The purpose of this policy is to explain how we monitor whether sufficient academic progress is being made by individual Students, and how we apply study restrictions to those Students who experience repeated difficulties in successfully completing study. It also explains how a Student can apply to return to study following a study restriction.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

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## 2. Principles of Academic Progress

- 2.1 You will be deemed to be making sufficient academic progress if you have successfully completed your most recent undergraduate study.
- 2.2 Successful completion of study means that having registered or enrolled on an undergraduate module at Open University Level 1, 2 or 3 with a value of 30 credits or more and that from the start date of that module, you have remained registered or enrolled on it until the end date, and you are awarded credit for it.
- 2.3 If you are registered or enrolled on multiple modules in the same presentation, successful completion of at least one eligible module will mean you will be deemed to be making sufficient academic progress in the context of this policy, even if you do not successfully complete the remaining module(s) being studied in that presentation.
- 2.4 If you postpone an examination or submission of an examinable component, and/or receive a 'Fail: Resit' or 'Fail: Resubmission' result and are subsequently awarded credit for either the postponed module or following your resit or resubmission, you will be considered to have successfully completed your study in the context of this policy.
- 2.5 You will be considered to have **not** successfully completed study in a presentation, having registered or enrolled on undergraduate module(s) at Open University Level 1, 2 or 3 with a value of 30 credits or more, if after the expiry of the cancellation period of that module, you have not been awarded credit for at least one eligible module.

This could be because:

- you did not remain registered or enrolled on at least one module until the end date, because you deferred or withdrew
  - you received a fail result in either your first attempt or in a resit or resubmission attempt for all your modules in a presentation.
- 2.6 We will monitor the number of presentations in which you do not complete a module successfully. How we do this and what actions will be taken as a result are set out in Section 3 of this policy.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

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### **3. How academic progress is monitored**

#### **3.1. If you stop studying or fail all undergraduate module(s) in a single presentation.**

3.1.1 If you have not successfully completed your most recent undergraduate study, you will be considered to be ‘at risk’ of not making sufficient academic progress. You will however still be permitted to register or enrol for another module.

3.1.2 You will no longer be deemed ‘at risk’ when you have successfully completed a module at Open University Level 1 or above (including postgraduate level modules) with a value of 30 credits or more.

#### **3.2. If you stop studying or fail all undergraduate module(s) in two consecutive presentations.**

3.2.1 If you are considered to be ‘at risk’ and subsequently register or enrol for further undergraduate study, but do not successfully complete that study, you will be placed at ‘alert’ status and we will record this on your study record.

3.2.2 If you are placed at ‘alert’ status, although you will be permitted to register or enrol for another module, you will also be informed that you must successfully complete your next undergraduate module in order to continue freely with your studies in future. Your Student Support Team will be able to provide you with advice and guidance about your plans for future study.

3.2.3 You will no longer be deemed at ‘alert’ status or considered to be ‘at risk’ when you have successfully completed a module at Open University Level 1 or above (including postgraduate modules) with a value of 30 credits or more.

3.2.4 An ‘alert’ status applied under these rules will show on your study record only for as long as it is in place, and once it is cleared, it will not be retained. This means it will not appear on any certificate, transcript, or other document issued on completion of your studies. If you think that an “alert” status has been applied incorrectly, or has not been cleared as expected, you should contact your Student Support Team for an explanation and advice on next steps.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

### **3.3. If you stop studying or fail all undergraduate module(s) in three consecutive presentations.**

- 3.3.1 If you are at 'alert' status and subsequently register or enrol for further undergraduate study, but do not successfully complete that study, you will be considered to not be making sufficient academic progress under Regulation D2.1 (b) within the [Academic Regulations](#). This is because you will have not successfully completed any modules for which you were enrolled for in three consecutive presentations.
- 3.3.2 We will record a "restricted" status on your study record, and you will be notified that you are not eligible to register or enrol for further Open University study unless an application to return to study is approved as set out in Section 4 of this policy.
- 3.3.3 If, when you reach 'restricted' status, you are registered or enrolled on a module that has not yet started, your registration or enrolment for that module will be cancelled by The Open University, and any fees paid will be refunded in line with the [Fee Rules](#).
- 3.3.4 If you are placed at 'restricted' status after the start date of a module you are currently studying, you may continue to study that module. If you successfully complete that module and it is at Open University Level 1 or above (including postgraduate modules) with a value of 30 credits or more, you will be deemed to be making sufficient academic progress and the "restricted" status will be removed.
- 3.3.5 A 'restricted' status applied under these rules will show on your study record only for as long as it is in place. Once it is cleared, it will not be retained. This means that it will not appear on any certificate, transcript, or other document issued on completion of your studies. If you think that a "restricted" status has been applied incorrectly or has not been cleared as expected, you should contact your Student Support Team for an explanation and advice on next steps.

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## **4. Applying for permission to undertake further study whilst you are at 'restricted' status**

- 4.1 If you are placed at 'restricted' status, you will not be able to register to study further modules unless you are given permission by the University to do so.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

- 4.2 If you want to study a short course, an Access module or a taught postgraduate module, you will be required to contact your Student Support Team in order to register to study that module. If you are otherwise eligible to study that module, you will be given permission to do so, however the 'restricted' status will remain in place for undergraduate study at Open University Levels 1, 2 and 3, unless you make an application for your 'restricted' status to be formally lifted.
- 4.3 If you want to study further undergraduate modules (at Open University Levels 1, 2 and 3), you will need to make an application to have your 'restricted' status formally lifted. The application process requires you to reflect on the reasons you did not successfully complete your previous study, and how your circumstances or approach to study have changed and/or improved. The Open University may approve your application for further study if your application demonstrates you have the potential to succeed with future study.
- 4.4 You can make an application to your Student Support Team using the 'Application for permission to return to study after being placed at 'restricted' status' form, which is available via [Implications of unsuccessful study](#). If you would prefer to complete a hard copy of the form, please contact your Student Support Team via StudentHome or at [Contact Us](#).
- 4.5 If you are given permission to study whilst you are placed at 'restricted' status, this permission may be limited to the study of a specified module, level or category of modules. There may also be a limit to the amount of credit you may study at one time. A limit may be applied where, in the academic judgement of The Open University, it would increase the potential of the Student to successfully complete further study.
- 4.6 If you are given permission to study whilst you are placed at 'restricted' status, the restriction will remain in place during that period of study and will only be removed on the successful completion of a module at Open University Level 1 or above (including postgraduate modules) with a value of 30 credits or more. If you think that a 'restricted' status has been applied incorrectly or has not been cleared as expected, you should contact your Student Support Team for an explanation and advice on next steps.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025



4.7 If you do not successfully complete an Open University module that you have been given permission to study whilst placed at 'restricted' status, you will remain at restricted status. You may make a further application for permission to study if you feel there are new reasons that were not considered in any earlier application which mean you will be successful with your future study.

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## **Commitment to Equality, Diversity, and Inclusion at The Open University**

Our policies are inclusive of all Open University Students, Learners, Enquirers and Alumni, regardless of age, civil status, dependency or caring status, care experience, disability, family status, gender, gender identity, gender reassignment, marital status, marriage and civil partnerships, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, socio-economic background, sex, sexual orientation or trades union membership status.

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## **Safe Space Reporting**

The Open University is committed to creating a diverse and inclusive environment in which everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated. Safe Space Reporting is available through [an online tool](#) through which staff, Students, Learners and visitors are encouraged to report incidents of assault, bullying, harassment, hate crime, or sexual harassment. It also provides information about what you can do if these incidents happen to you or to someone you know, and where you can find support.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

## Glossary

### **Alert**

You will be placed at 'alert' status if you have not successfully completed any undergraduate module you were registered on at Open University Level 1, 2 or 3 with a value of 30 credits or more, in two successive presentations. If you are placed at 'alert' status, you will be permitted to register or enrol for another module, but you will also be informed that you must complete your next module successfully in order to continue freely your studies in the future.

### **At Risk**

You will be considered to be 'at risk' of not making sufficient academic progress if you have not successfully completed your most recent undergraduate study. You will however still be permitted to register or enrol for another module while 'at risk'.

### **Cancellation period**

Under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, you have a right to cancel your registration to study a module and/or qualification, without giving any reason, within 14 calendar days of the date of the email or letter confirming The Open University's acceptance of your application to register ("the Cancellation Period"). Cancelled modules do not count as uncompleted study for the purposes of this policy.

### **Completion of study/module**

Successful completion of study means that having registered or enrolled on an undergraduate module at Open University Level 1, 2 or 3 with a value of 30 credits or more you remain registered or enrolled on that module from the start date until the end date and are awarded credit for it. You will be considered to have not successfully completed a module if you withdraw from or defer from the module after it begins, or you receive a fail result for the module in either your first attempt, or a resit or resubmission attempt.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

## Restricted

You will be placed at 'restricted' status if you have not successfully completed any undergraduate module you were registered on at Open University Level 1, 2 or 3 with a value of 30 credits or more, in three successive presentations. Restricted status is applied because you are not making sufficient academic progress. If you are placed at 'restricted' status, you will be notified that you are not eligible to register or enrol for further Open University study unless an application to return to study is approved.

## Withdrawal

Withdrawal is the removal of your enrolment or registration on a module or qualification. Module withdrawal can only take place after the end of the cancellation period and before the final deferral date. Withdrawn modules, including deferred modules, count as uncompleted study for the purposes of this policy.

## Related Documentation

Refer to the following documentation in conjunction with this document:

[Academic Regulations 2024/25 \(Taught Courses\)](#)

## Further Clarification

If you have any queries about the content provided within this policy, please contact your Student Support Team via StudentHome or <http://www.open.ac.uk/contact/> (phone +44 (0)300 303 5303). Welsh-speaking students may speak with a student support adviser in Welsh on (029) 2047 1170, should they wish to do so.

Depending on the information you share with us, we may carry out our statutory obligation to inform other internal departments such as the Safeguarding Referrals Team or the Prevent Coordinator. We may also share relevant information with external parties. For further information please read and ensure you understand the [Safeguarding – Ensuring the Safety of Children and Vulnerable/Protected Adults policy](#) and the [Prevent Principles](#). Please contact us to discuss anything that is not clear, via StudentHome or [Contact Us](#)

Version number: 1.0	Approved by: Delegate, Director Academic Services
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## Feedback

Comments and feedback about this policy and how it might be improved are welcomed. Please submit these to [SPR-Policy-Team@open.ac.uk](mailto:SPR-Policy-Team@open.ac.uk).

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## Policies superseded by this document

Academic Progress Policy 2024/25 replaces the Academic Progress Policy 2023/24 with effect from 1<sup>st</sup> August 2024.

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## Summary of significant changes since the 2023/24 version

The document has been revised for clarity, and students/learners advised to make contact if they do not understand why a status has been applied and/or remains in place.

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