



# Australian Chiropractic College

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## POLICY AND PROCEDURE

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### STUDENT ACADEMIC PROGRESS

#### PURPOSE

In order to maintain high academic standards and maintain academic credibility and integrity, the ACC requires students to maintain an appropriate standard of academic achievement. This policy provides a framework for the ACC to strategically monitor the progress of students. It allows for the early identification of students who are at risk of poor academic progression.

All students have access to support services. Those deemed to be at risk are offered additional assistance under this policy, which provides for the development of educational support strategies tailored to student needs. Under this policy, learning strategies are designed to optimise success, help students to achieve expected learning outcomes, and ensure students are able to make informed decisions regarding their study.

#### SCOPE

This policy applies to all students enrolled within the ACC. It applies to academic matters such as student progress, assessment, curriculum and awards in a course.

#### POLICY STATEMENT

Continuous monitoring and feedback of student academic progress is a responsibility of the ACC as is the implementation of intervention strategies for students at risk of academic decline. The Student Academic Progress policy provides well-defined criteria for unsatisfactory academic progression as well as structured procedures for implementation. Clearly identifiable circumstances in which the Academic Board may discontinue enrolment based on continuous unsatisfactory progress are documented.

The ACC understands that its students may come from varied educational, financial, ethnic and social backgrounds and that differing motivational and achievement levels may be associated with this. It also recognises that students may be susceptible to various difficulties during enrolment which may impede their academic success.

Early identification of the students at risk is a goal of the ACC. Through structured, targeted academic support, and personal programs, the ACC strives to ensure all students have equal opportunity for academic success.

## PROCEDURE

- 4.1 A student who demonstrates the following is considered as achieving 'unsatisfactory academic progress':
  - Fails more than 50% of enrolled subjects within the term; or
  - Fails the same subject a subsequent time.
- 4.2 A Fail is allocated to grades of Fail and Withdrawn Fail.
- 4.3 If during the academic monitoring process an interim grade is under consideration, a passing grade will be allocated until the interim grade is finalised. Escalation of the monitoring process may take place if the final grade results in a fail and indicates unsatisfactory academic progress.
- 4.4 Academic progress is applied on a term-by-term basis. Following certification of grades the ACC will identify and notify students in accordance with the Academic Progress policy. Reporting of academic progress is completed at least once per term.
- 4.5 Written notification will be issued to all students requiring intervention. Correspondence will include details of the course responsible for notification and identification of the steps and actions required by the student. All correspondence in relation to the monitoring process is recorded.
- 4.6 Cancellation of enrollment may take place should a student proceed through Stage 2 of the Academic monitoring process.
- 4.7 Removal from active monitoring will occur at any time the student demonstrates two (2) consecutive terms of satisfactory academic progress. However; should they demonstrate unsatisfactory progress following this time they will be placed back at Stage 1. Should a student NOT achieve two consecutive terms of satisfactory progress they will proceed to the next stage of monitoring.

### 4.8 Overview

- 4.8.1 The following outlines the various stages of Academic Progress Intervention:

Stage 1: A student demonstrating unsatisfactory progress is directed to attend an interview.

Stage 2: Following a non-achievement of two consecutive terms of satisfactory progress the student is required to 'Show Cause' within 10 working days. They need to demonstrate why their enrollment should not be cancelled for a one (1) year period. If the student does not submit a response to the 'Show Cause,' or their case is not successful, they will proceed directly to Stage 3; Intent to Cancel.

Stage 3: Non-submission or unsuccessful submission of 'Show Cause' or a successful 'show cause' submission but a non-achievement of two consecutive terms of satisfactory academic progress. The student will be notified by the Academic Board of their intent to cancel enrolment.

- 4.8.2 A student under notification of Stage 3 Intent to Cancel has the opportunity to submit an internal appeal within 20 working days of receipt if they can identify procedural error or can demonstrate extenuating circumstances along with a letter of support.
- 4.8.3 If unsuccessful, a process for external appeal is available following the first course of action, internal appeal.
- 4.8.4 A student who does not submit a successful appeal will receive a Notification of Cancellation.
- 4.8.5 At any stage throughout the Academic Monitoring Process, a student who has experienced extenuating circumstances can apply for a withdrawal without academic penalty.

### Academic Progress Stage 1 – Academic Notice

- 4.9 A student who is identified during Stage 1 monitoring will be sent written notification via email. A student on Academic notice will be required to attend an interview at which time they may be offered academic support and learning strategies.
- 4.10 During the interview the student's academic progress is reviewed, and reasons for halted academic progression are discussed and intervention strategies are suggested and agreed to by the student. At this time, consequences for not achieving satisfactory academic progress are also clearly outlined.
- 4.11 Intervention examples may include:
- Altered study load
  - Accessing on campus academic support
  - Participation in or referral to counseling programs
  - Satisfactory attendance and engagement
  - Any other recommendations to meet specific requirements.

## **Academic Progress Stage 2 – Academic Probation**

- 4.13 A student who is identified during Stage 2 monitoring will be sent written notification via email. This notice indicates that the student is required to 'Show Cause' (provide reason) why their enrolment should not be cancelled for a period of 1 year. Submission of reason must be received within 10 working days of issue of notice. If no attempt at submission is demonstrated, the student will proceed directly to Stage 3, Notification of Intent to Cancel.
- 4.14 The College President and Academic Dean will consider the 'Show Cause' and decide if the student is able to continue. The Academic Dean notifies the student of their outcome in writing.
- 4.15 If the application is successful, the student is able to continue their enrolment but must achieve two (2) consecutive terms of satisfactory progress to avoid proceeding to Stage 3. The student will remain on academic probation and may be required to abide by the following conditions:
- Reduction of course load;
  - Participation in academic support;
  - Regular meetings with a designated member of staff.
- 4.16 If the application is unsuccessful, the student may request a review of their application by the Academic Board. The student must request this review within five (5) working days of their unsuccessful notification.
- 4.17 A student who fails a course or is unsuccessful in obtaining two consecutive terms of satisfactory academic progress whilst on Academic Probation will be referred to the Academic Board. This referral may result in academic dismissal.

## **Academic Progress – Notification of Intent to Cancel**

- 4.19 A student will be provided written notification of the College's intention to cancel enrolment in the event that they:
- Did not submit a successful "Show Cause" at Stage 2 monitoring and were immediately escalated to Stage 3, or
  - Were on academic probation (Stage 2 monitoring) and failed a course, or
  - Did not achieve two consecutive terms of academic progress.
- 4.20 Following receipt of 'Notification of Intent to Cancel' the student has 20 working days to lodge an appeal.

## **Appeals**

- 4.21 The appeals panel will consist of the ACC President, Academic Board and Student representative.

An internal appeal may be submitted due to the following grounds:

- Procedural grounds (procedures of the monitoring process were not followed), or
- The student has one term remaining, or

- A letter of support can be produced by the student's academic support officer or counselor, or
- Severe extenuating circumstances are applicable (validating supporting documents are provided).

Severe extenuating circumstances include:

- Documented medical or allied health reasons,
- Compassionate grounds, exceptional circumstances beyond the student's control and not within the range of normal risk.

Normal risk or situations, which are not considered as severe extenuating circumstances and therefore not deemed as grounds for appeals are:

- Inability to cope with studies or family life
- Increased employment stress or workload
- Personal relationship tensions
- Social or religious demands or commitments
- Financial hardship.

#### 4.22 Timeline of Appeal process:

- Student lodgment of appeal – within 20 working days of notification of intent to cancel
- Appeal committee consideration and processing of appeal – completion within 10 working days
- Finalisation and written notification of appeal outcome – within 30 working day from the issue of notification of intent to cancel.

4.23 If unsuccessful, the student will receive written notification outlining the circumstances of the outcome and explanation for why they do not have grounds for appeal.

4.24 If successful, the student will be able to continue with enrolment so long as they demonstrate two consecutive terms of satisfactory academic progress. Failure to maintain satisfactory academic progress may result in academic cancellation.

### External review

4.25 Student may request an external review from an ACC-appointed arbiter. The arbiter's decision will be final.

4.26 Students have a right to support and advocacy during all stages of the appeals process. Enrolment will continue during this process.

4.27 A student must notify the College of their intent to apply for an external review no later than 5 working days after the expiry of the 20 working day appeal period.

4.28 If the external review is unsuccessful the ACC President will notify the student immediately so that relevant action can be taken to cancel enrolment.

### Cancellation

4.30 Cancellation or academic dismissal will occur where:

- A student fails to comply with the terms of Academic Notice or Probation
- A student has not lodged an internal appeal at Stage 3
- A student withdraws from the appeal process, or the appeal was unsuccessful, or
- On recommendation by the Academic Board

4.31 Any cancellation will be applied at the end of the current term of enrolment.

4.32 A student who has been academically dismissed may reapply to the College, however they may not do so for a period of 1 year.

### Readmission after Cancellation Periods

- 4.34 If the readmission application is successful the student will be eligible to apply for a credit transfer of units successfully completed, provided the readmission occurs within five (5) years of the academic dismissal.

## **RESPONSIBILITIES**

### **Compliance, Monitoring and Review**

- 5.1 The process is monitored by the Academic Board in consultation with the College President.

### **Reporting**

- 5.2 An outcome report will be provided by the Academic Dean and Subject Coordinators on the cessation of each term.

### **Records Management**

- 5.3 All relevant records and documents will be maintained in the College record-keeping system.

## **REVIEW**

The policy is to be reviewed by 8 November 2019.

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Date of Next Review: 8 November 2019