



ACADEMIC POLICY STUDENTS AT RISK

1. Purpose

The *Student At Risk Policy* sets out ACC's approach to early identification of students at risk of not progressing appropriately through their course towards completion. This policy should be read alongside ACC's *Student Support Policy*.

2. Overview

The ACC is committed to providing a nurturing educational environment that places student engagement as a priority. This commitment is embedded in the ACC's *Strategic Plan*. The ACC's commitment to quality experiences and outcomes for students are described in its *Student Support Policy* and further elaborated in this policy. A student may be identified as requiring additional academic support if they are not progressing satisfactorily in their studies (or are at significant risk of not progressing satisfactorily),

3. Identification of students at risk

A student may be identified as at risk if they are not progressing satisfactorily in their studies. Key factors that indicate students may be at risk are:

- Medical illness, injury, psychological condition or disability;
- Family or carer responsibilities;
- Behaviour which is consistently disruptive, volatile or otherwise in breach of the ACC Values and codes of conduct and is considered to be academic misconduct;
- English language proficiency;
- Provisional enrolment or pattern of deferral;
- Change to a new field of study that may challenge previously successful approaches to learning;
- Failure of 50% or more of credit points attempted in the semester;
- Failure to attend compulsory teaching and assessment components;
- Failure to complete a mandated assessment element or practicum;
- Unsatisfactory attendance record; or
- Minimal class participation/engagement.

The ACC systems for identifying students requiring additional academic support may include:

- Standard student reports upon enrolment, such as:
 - Students with disabilities
 - Provisional or probationary students
 - 'Overload' students
- Student reports throughout course enrolment that support identification include:
 - Academic action lists /students placed on warning
 - Academic progress reports collated, reported and reviewed every semester

- Surveys or diagnostic tools, including first year diagnostic tasks and English Language assessment
- Informal mechanisms such as advice from teaching staff based on multiple requests for extensions, absences, and low levels of class engagement
- Student self-reporting - students who are aware that they are finding it difficult and need additional academic support and bring this to the attention of staff

4. Support for students at risk

The ACC provides a range of academic support services to assist students who are struggling with their study demands. These include:

- Academic advisory support (an academic adviser appointed by the Dean)
- Computing support (Library services)
- Library support (Library services)
- Misconduct advisory support

Students may be referred by a staff member or be a self-referral. Students who are identified as potentially benefitting from additional support based on academic performance are not compelled to access particular support services.

The ACC's *Student Academic Progress Policy* provides criteria for unsatisfactory academic progression as well as structured procedures available and circumstances in which the Academic Board may discontinue enrolment based on continuous unsatisfactory progress.

5. Responsibilities

The Academic Board in consultation with the ACC Board of Directors has responsibility for overseeing the implementation of the *Student At Risk* policy and its review.

The Academic Registrar is responsible for overall management of student support services, systems and processes for the College.

The Dean and Subject Coordinators will include an early assessment component or other diagnostic task in all first-year undergraduate subjects. Subject Coordinators will identify students who may benefit from additional support based on performance in assessment or other diagnostic tasks. These students will be contacted by the Subject Coordinator, a member of the teaching staff for the subject, or, at the request of teaching staff, a relevant professional staff member to ensure they are aware of support services they may find useful to access.

Academic staff are expected to implement processes for monitoring the progress of students including:

- English language proficiency;
- Progression rates;
- Overall progress towards completion of course;
- Failure to attend or to complete subjects, practical placements, assessments; and
- Allegations of misconduct.

Teaching staff in any subject who form the view that a student may benefit from additional support due to factors such as poor class attendance, participation, progress or behaviour, or due to issues raised by the student, will ensure that the student is aware of support services available to assist the student.

6. Review

The ACC's Student At Risk Policy is reviewed by the Board of Directors and the Academic Board annually.

Date	Description of amendment
1 November	Created new policy as adjunct to Student Support

	Policy

9. Related policies / documents

- Student Support Policy
- Student Academic Progress Policy and Procedure
- Grievance Management – Students
- Ethics and Code of Conduct
- Academic Integrity Policy and Procedure

Governing authority	Academic Board (in consultation with the Board of Directors)
Responsible officer	Academic Registrar
Endorsed By BOD	
Date of approval	15 th January 2018
Date of effect	15 th January 2018
Review date	November 2018