



ACADEMIC PROGRESS - Domestic Students Policy and Procedures

DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

Academic Credibility: Refers to the ACC's standing in the eyes of the higher education sector and Chiropractic community as a provider of a Chiropractic degree that can be trusted to uphold high academic and professional practice standards.

Academic Integrity: To act in a way that maintains the integrity of all academic work and is not academically dishonest in any way.

Academic Progress (or Academic Progression): The rate at which a student is moving towards successful completion of their degree program through the successful completion of units of study (including practical/clinical components).

Academic Support: The assistance provided by the ACC for improving student study skills and enhancing their academic performance, including but not limited to English language proficiency, academic writing, computer literacy, library utilisation, assignment presentation and examination preparation.

Cancellation (or Academic Dismissal): Termination of a student's enrolment in the ACC Bachelor of Chiropractic degree program or part thereof.

External Appeal (or External Avenues of Appeal): Avenues of Appeal that are external to, and independent of the College and which are specified in the *ACC Student Academic Appeals Procedures*.

Internal Appeal: Avenues of Appeal that are provided internally by the College and which are specified in the *ACC Student Academic Appeals Procedures*.

Show Cause: A student who has continuing unsatisfactory academic achievement or academic misconduct, as defined by the ACC in the *Student Academic Progress Policy and Procedure and the Academic Integrity Policy and Procedure*, will be required to demonstrate (Show Cause) why they should not be excluded from their studies (that is, 'cancellation' of their enrolment or 'academic dismissal').

Study Load: The number of units in which a student is enrolled in any given term or semester.

PURPOSE

In order to maintain high academic standards and thereby academic credibility and integrity as a Higher Education Provider, the ACC requires an appropriate standard of academic achievement of its domestic students and optimum progression with their studies. The *Academic Progress – Domestic Students Policy and Procedures* describe the College's commitment to means of achieving this.

SCOPE

This policy and procedures apply to all domestic students enrolled within the ACC.

POLICY STATEMENT

Continuous monitoring and facilitation of optimum student academic progress is a high priority of the ACC as is the implementation of intervention strategies for students at risk of not achieving student progression targets. The *Academic Progress - Domestic Students Policy* provides well-defined criteria for unsatisfactory academic progression as well as structured procedures available for identifying and removing or reducing impediments to domestic student progression. It also outlines clearly the circumstances in which the Academic Board may discontinue enrolment based on continuous unsatisfactory progress.

The ACC understands that its domestic students may come from varied educational, financial, ethnic and social backgrounds and that differing motivational and achievement levels maybe associated with this. It also recognises that domestic students may be susceptible to various difficulties during at different points in their studies.

Regular and frequent monitoring of student academic progress is therefore the means by which the College identifies as early as possible those domestic students who are demonstrating unsatisfactory academic progression, or are at risk of doing so, in order to provide support that can facilitate optimum student progression in their studies.

Through structured, targeted academic support, and programs tailored to the needs of individual domestic students, the ACC strives to ensure that all Students have equal opportunity for academic success.

PROCEDURES

The following *Academic Progress Procedures* ensures consistent application of processes for the early identification of domestic students experiencing difficulties with their studies and are at risk of not achieving appropriate rates of progression.

- 1.1. Identification of domestic students who:
 - Fail 50% of units in which they are enrolled within the term; or
 - Fail the same unit a subsequent time

A Fail is allocated to grades of Fail and Withdrawn Fail.

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.

- 1.2. Assessment of academic progress on a term-by-term basis. Following certification of grades the ACC will identify and notify domestic students in accordance with the *Academic Progress policy*. Reporting of academic progress is completed at least once per term.
- 1.3. Written notification issued to all domestic students requiring intervention. Correspondence will include, contact details of the Subject Coordinator responsible for notification and identification of the steps and actions required by the student. All correspondence in relation to the monitoring process is recorded.

Cancellation of enrolment, which may take place should a domestic student proceed through Stage 2 of the Academic monitoring process.

Removal from active monitoring will occur at any time the domestic 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 domestic student NOT achieve two consecutive terms of satisfactory progress they will proceed to the next stage of monitoring.

2. Academic Progress Assessment Stages - Overview

2.1 The following outlines the various stages of Academic Progress Intervention:

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

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

Stage 3: In the event of 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 domestic student will be notified by the Academic Board of the College's intent to cancel enrolment.

2.2 A domestic student under notification of Stage 3: Intent to Cancel has the opportunity to submit an internal appeal within 20 working days of receipt of the notification if they can identify procedural error or can demonstrate extenuating circumstances along with a letter of support.

2.3 If the domestic student internal appeal is unsuccessful, a process for external appeal is available.

2.4 A domestic student who does not submit a successful appeal will receive a Notification of Cancellation.

2.5 At any stage throughout the Academic Monitoring Process, a domestic student who has experienced extenuating circumstances can apply for a withdrawal without academic penalty.

3. Detailed Outline of each Academic Progress Stage

Academic Progress Stage 1 – Academic Notice

3.1 A domestic student who is identified during Stage 1 monitoring will be sent written notification via email. A domestic student on Academic notice will be required to attend an interview with the Academic Registrar and Academic Dean, at which time they may be offered academic support and learning strategies.

3.2 During the interview the domestic student's academic progress is reviewed, reasons for disruptions in 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.

3.3 Intervention examples may include:

- Alteration (reduction) of study load;
- Provision of on-campus academic support;
- Participation in or referral to counselling programs;

- Satisfactory attendance and engagement, noted by academic teaching staff and/or in evidence in a student's engagement with unit content, through student learning platform statistics;
- Any other recommendations to meet specific requirements.

Academic Progress Stage 2 – Academic Probation

- 3.4 A domestic student who is identified during Stage 2 Monitoring will be sent written notification via email. This notice indicates that the domestic student is required to 'Show Cause' (provide reason) why their enrolment should not be cancelled for a period of 1 year. The domestic student's written 'Show Cause' response must be received within 10 working days of the issue of notice. If no attempt at a response/submission is demonstrated, the domestic student will proceed directly to Stage 3 Notification of Intent to Cancel.
- 3.5 The College President and Academic Dean will consider the 'Show Cause' and decide if the domestic student is able to continue. The Academic Dean will notify the student of their outcome in writing.
- 3.6 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 domestic student will remain on academic probation and may be required to abide by the following conditions:
- Reduction of unit load;
 - Participation in academic support;
 - Regular meetings with a designated member of staff.
- 3.7 If the application is unsuccessful, the domestic student may request a review of their application by the Academic Board. The domestic student must request this review within five (5) working days of their unsuccessful notification.
- 3.8 A domestic student who fails a unit or is unsuccessful in obtaining two consecutive terms of satisfactory academic progress whilst on Academic Probation will be referred to the Academic Board, the most likely consequence of which will be academic dismissal.

Academic Progress – Notification of Intent to Cancel

- 3.9 A domestic student will be provided written notification of the College's intention to cancel enrolment should they:
- Not achieve a successful 'Show Cause' outcome at Stage 2 monitoring and were immediately escalated to Stage 3; or
 - Were on academic probation (Stage 2 Monitoring) and failed a unit or did not achieve two consecutive terms of academic progress.
- 3.10 Following receipt of 'Notification of Intent to Cancel' the domestic student has 20 working days to lodge an appeal.

4. Appeals

The Appeals Committee will be convened by the Academic Board and the membership will comprise an independent member of Academic Board as Chair, together with an independent member of the Board of Directors, the Academic Dean and the Student Support Officer. A student representative and other relevant staff may also be invited to be present in accordance with the membership of the Student Appeals Committee detailed in the College's Governance Framework.

- 4.1 The following documentation may be submitted in support of the student's case, and in justification of severe extenuating circumstances:
- A letter of support provided by the student's academic support officer or counsellor.

- A summary of the student’s case for severe extenuating circumstances, together with validating supporting documents.

Severe extenuating circumstance include:

- Documented medical or health reasons;
- Compassionate grounds due to 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 include:

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

4.2 Timeline of the appeal process:

- Domestic student lodgment of an appeal – within 20 working days of notification of intent to cancel;
- Appeal committee consideration and processing of the appeal – completion within 10 working days;
- Finalisation and written notification of the appeal outcome – within 14 working days from the issue of notification of intent to cancel.

4.3 If unsuccessful, the domestic student will receive written notification outlining the circumstances of the outcome and explanation for why they do not have sufficient grounds for their appeal to be upheld.

4.4 If successful, the domestic student will be able to continue with enrolment providing that they demonstrate two consecutive terms of satisfactory academic progress. If they fail to do so they will have the opportunity to submit an additional internal appeal or face academic cancellation.

4.5 If unsuccessful the domestic student may lodge an external appeal to the South Australia State Ombudsman. This decision will be final, and all appeals options will be considered exhausted.

4.6 Enrolment will continue throughout all stages of the appeals process.

4.7 A domestic student must notify the College of their intent to lodge an external appeal and provide the College with acknowledgement of receipt from the office of the Ombudsman as soon as possible, but no later than 5 working days after the expiry of the 20 working day appeal period.

4.8 If the external appeal is unsuccessful the domestic student must notify the ACC President immediately, so that relevant action can be taken to cancel their enrolment.

5. Cancellation of Enrolment or Academic Dismissal

5.1 Cancellation of enrolment or academic dismissal will occur where:

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

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

5.3 A domestic student who has been academically dismissed may reapply to the College, however they may not do so for a period of 1 year. Upon reapplication, the students must present a case to the Academic

Dean showing their resolve and ability to achieve satisfactory progress prior to being approved to re-enter the program.

6. Readmission after Cancellation Periods

- 6.1 If the readmission application is approved by the Academic Dean, the Academic Registrar will determine the appropriate program entry point for the student, taking into account previous units successfully completed, and advise the student accordingly.
- 6.2 Failure to show satisfactory academic progress will lead to application of the monitoring process again.

RESPONSIBILITIES

Compliance, Monitoring and Review

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

Reporting

A Student Progress Report will be provided by the Academic Dean and Subject Coordinators at the end of each term.

Records Management

All relevant records and documents will be maintained in the College records system.

POLICY REVIEW

The ACC's *Academic Progress – Domestic Students Policy and Procedures* is normally reviewed every three years. It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

RELATED POLICY DOCUMENTS

- Student at Risk Policy
- Student Support Policy

VERSION CONTROL

Document: Academic Progress – Domestic Students Policy and Procedures		
Responsible Officer: Academic Dean		
Initially Approved by: Academic Board		Date: 25 October 2018
Reviewed and approved by: Academic Board		Date: 2 September 2020
Version: V3.1	Replaces Version(s): V3.0	Next Review: September 2023
Nature of Change	August 2020 <ul style="list-style-type: none"> • Minor spelling, other text and formatting edits • Up-dating in line with revisions to the Governance Framework • Addition of definitions • All student references changed to apply to domestic students only 	

- Changed title from *Student Academic Progress Policy and Procedures* to *Academic Progress – Domestic Students Policy and Procedures*