



## STUDENT AT RISK

### Policy

#### 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:

**At Risk:** This term refers to students who seem to be struggling to meet the academic requirements of the units of study in which they have enrolled and are at risk of failing these units which could potentially impact on their progression in the program.

#### PURPOSE

The purpose of this policy is to clearly outline ACC's approach to early identification of students at risk of not progressing appropriately through the degree program towards completion, the support available to maximise progression, and staff and committee responsibilities. This policy should be read alongside ACC's *Student Support Policy*.

#### 1. OVERVIEW

The ACC is committed to providing a nurturing educational environment that places emphasis on 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 is 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.

#### POLICY

##### 1. Identification of students at risk

1.1 A student may be identified '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;
- Level of 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 for domestic students and failure of one unit in a semester for international students on a student visa;
- Failure to attend compulsory teaching and assessment components;
- Failure to complete a required assessment element or practicum;
- Unsatisfactory attendance record; or

- Minimal class participation/engagement.

1.2 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
  - Students who are educationally overloaded
- Student reports throughout unit enrolment that support 'at risk' identification including:
  - Academic action lists /students placed on warning
  - Academic progress reports collated, reported and reviewed every semester including those for international Students who are at risk of not meeting course completion as detailed in their Certificate of Enrolment (CoE)
- Surveys or diagnostic tools, including first year diagnostic tasks and English Language assessment;
- Informal mechanisms such as advice from teaching staff based on student 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.

## 2. Support for students at risk

2.1. 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 Academic Dean);
- Computing support (Library services);
- Library support (Library services);
- International Student Academic support;
- Misconduct advisory support.

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

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

## 3. 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 Academic Dean and Subject/unit Coordinators will include an early assessment component or other diagnostic task in all first-year undergraduate subjects or units

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 that they are aware of the available support services and how to access them.

In accordance with the National Code of Providers of Education and Training to Overseas Students 2018, the International Student Support Officer will coordinate support for international students that are identified as at risk in accordance with this policy and the Academic Progress International Students Policy and Procedures and refer international students at risk to available in-house and appropriate affordable external academic (as well as other) support structures.

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

- English language proficiency;
- Progression rates;
- Overall progress towards completion of the degree program;
- Failure to attend classes or to complete units, practical placements, assessments; and
- Allegations of misconduct.

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

## POLICY REVIEW

The ACC's *Student at Risk Policy* 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 POLICIES and DOCUMENTS

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

## VERSION CONTROL

<b>Document:</b> T007 Student At Risk Policy		
<b>Responsible Officer:</b> Academic Registrar		
<b>Initially Approved by:</b> Academic Board		<b>Date:</b> 15 January 2018
<b>Reviewed and endorsed by:</b> Academic Board		<b>Date:</b> 2 September 2020
<b>Reviewed and approved by:</b> Board of Directors		<b>Date:</b> 1 October 2020
<b>Version:</b> V1.1	<b>Replaces Version(s):</b> V1.0	<b>Next Review:</b> March 2022
<b>Nature of Change</b>	Minor spelling and formatting edits.	