



ACADEMIC PROGRESS

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:

Academic Credibility: Refers to the ACC's standing in the eyes of the higher education sector and Chiropractic community as a provider of a Bachelor of Chiropractic and the Diploma of Health Sciences 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 an student's enrolment in an ACC program.

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

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

International Student: A prospective or enrolled student who is not an Australian citizen, Australian permanent resident, New Zealand citizen, or holder of an Australian permanent resident humanitarian visa, and who requires an international student visa from the Australian Government to study in Australia, whether applying to ACC from within Australia or from overseas.

Show Cause: A student who has continuing unsatisfactory academic achievement or academic misconduct, as defined by the ACC in the *Academic Progress Policy* or the *Academic Integrity Policy*, 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.

Study Period: An individual semester or summer school period.

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 students and optimum progression with their studies.

The ACC is also committed to ensuring that international students are able to complete the course within the expected duration specified on the Certificate of Enrolment (CoE) and the ACC abides by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018). The *Academic Progress Students Policy* and the associated *Academic Progress Procedures* describe the College's commitment to means of achieving this.

SCOPE

This policy applies to all 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 and International Students exceeding the expected duration of study specified on the International Student's Confirmation of Enrolment (CoE). The CoE which must not exceed the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered duration for the course. The *Academic Progress Policy* and associated Procedures provide well-defined criteria for unsatisfactory academic progression as well as structured procedures for identifying and removing or reducing impediments to student academic progression.

The ACC understands that its students 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 at different points in their studies, including for those students that have relocated from interstate or overseas to study, from the fact that these students are living and studying in an unfamiliar environment.

Regular and frequent monitoring of student academic progress, incorporating student cohort analysis, is therefore the means by which the College identifies as early as possible those 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 students, the ACC strives to ensure that all Students have equal opportunity for academic success.

Students are defined as at risk of not achieving appropriate rates of academic progression where they:

- Fail* more than 50% of units in which they are enrolled within the study period; and/or
- Fail* the same unit a subsequent time.

International Students are also identified as at risk where they Fail* a unit in which they are enrolled that will result in their expected study period to completion exceeding the expected duration of study specified in their CoE.

* Fail includes where a student achieves outcome of fail as a result of the assessment for the unit or has an outcome of Withdrawn Fail against the unit.

Students identified as at risk are supported across three stages of academic progression intervention as follows:

- Stage 1- Academic Notice
- Stage 2 - Academic Probation
- Stage 3 - Notice of Intent to Cancel Enrolment and, in the case of International Students, Report.

The Academic Board will confirm the Cancellation of Enrolment of a student 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
- In line with relevant state and federal legislation including all standards of the National Code 2018.

Students who have recorded a Fail or Withdrawn Fail in a unit of study on three attempts cannot enrol in the unit a fourth time. If the unit of study is a core unit of the program the student's enrolment in the program will be cancelled.

IMPLEMENTATION AND MONITORING

Compliance, Monitoring and Review

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

Reporting

A Grades, Results and Progress Report is provided by the Grade Moderation Committee via the Academic Dean at the end of each study period to the Academic Board.

Records Management

All relevant records and documents will be maintained in the *ACC Record Management Policy*.

REVIEW

The ACC's *Academic Progress 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 POLICY DOCUMENTS

- Academic Progress Procedures
- Student at Risk Policy
- Student Support Policy
- Student Grievance and Appeals Policy and associated Procedures
- Alteration of Student Enrolment Status Policy
- Record Management Policy.

VERSION CONTROL

Document: A025 Academic Progress Policy		
Responsible Officer: Academic Dean		
Initially Approved by: Academic Board		Date: 2 September 2020
Reviewed and approved by: Academic Board		Date: 19 July 2023
HESF	1.3 Orientation and Progression 2.2 Diversity and Equity 3.3 Educational Support	1.3.2b 2.2.1 3.3.4
Version: V2.0	Replaces Version(s): 1.0	Next Review: July 2026
Nature of Change	July 2023 <ul style="list-style-type: none"> • Combine Academic Progress – Domestic Student Policy and Academic Progress – International Student Policy into one Policy for all students whilst maintaining requirements specific to international students • Separate the Policy and Procedures • Clarify that a student cannot enroll in a unit a fourth time after 3 previous fail or withdrawn fail grades • Ensure that the Diploma program is covered • Update policy and procedure document references to align with changes in other policies and procedures • Add the HESF reference in the Version Control Table. 	