

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 are not currently meeting or not expected to meet the academic requirements of the units of study in which they have enrolled and/or are at risk of failing program progression requirements.

PURPOSE

The purpose of this policy is to establish ACC's requirements for the early identification and support of students at risk of unsatisfactory academic progression, and to define the principles and governance responsibilities that underpin these activities.

This policy should be read alongside ACC's *Student Support Policy*.

OVERVIEW

ACC is committed to providing a supportive educational environment that promotes student engagement, wellbeing, and successful progression. This commitment is reflected in the *College Strategic Plan* and supported through the *Student Support Policy*.

Students may experience academic, personal, or other circumstances that place their progression at risk. This policy establishes the framework through which ACC identifies and supports such students, with operational processes described in the *Student at Risk Procedure*.

POLICY

1. Identification of Students at Risk

ACC will maintain processes for the early identification of students who may be at risk of unsatisfactory academic progression or wellbeing concerns that could impact progression.

Identification may arise from academic performance, attendance, engagement, conduct, wellbeing, or other relevant indicators as defined in the *Student at Risk Procedure*.

Identification under this policy is intended to support early intervention and does not in itself constitute a finding of unsatisfactory academic progress under the *Academic Progress Policy*.

2. Support for Students at Risk

ACC will provide access to academic and wellbeing support services for students identified as at risk. Support is intended to facilitate early intervention and maximise student progression and success.

Students may be referred to support services by staff or may self-refer. Engagement with support services is normally voluntary unless otherwise required under relevant College policies.

Further operational details regarding available support services and referral processes are outlined in the *Student at Risk Procedure* and related Student Support frameworks.

The *Academic Progress Policy* sets out formal academic progression requirements and intervention stages where unsatisfactory progress occurs.

3. Student at Risk Register

ACC will maintain a Student at Risk Register to support the coordinated monitoring and management of students identified under this policy.

The Register supports early intervention, tracking of support activities, and oversight of student progression risk. Operational requirements for managing the Register are detailed in the *Student at Risk Procedure*.

IMPLEMENTATION and MONITORING

The Academic Dean is responsible for academic governance oversight and periodic review of this policy.

The Academic Operations Manager is responsible for operational implementation of this policy, including management of academic staff processes related to student identification and referral.

The designated Student Support function is responsible for coordinating support services, maintaining the Student at Risk Register, and monitoring support outcomes.

Program Coordinators, Unit Lecturers, and other academic staff are responsible for identifying students who may be at risk and referring them through established support processes.

Operational processes supporting implementation of this policy are defined in the Student at Risk Procedure.

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 DOCUMENTS

- Student Support Policy
- Student Grievance and Appeals Policy and Procedures
- Code of Conduct Policy and Procedures
- Academic Integrity Policy and Procedure
- Attendance Policy and Procedures
- Academic Progress Policy and Procedures
- Student Feedback Policy and Procedures.

VERSION CONTROL

Document: T007 Student At Risk Policy		
Responsible Officer: Academic Dean		
Initially Approved by: Academic Board		Date: 15 January 2018
Reviewed and endorsed by: Academic Board		Date: 2 September 2020
Reviewed and approved by: Board of Directors		Date: 1 October 2020
Reviewed and approved by: Academic Board		Date: 15 March 2023
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HESF	1.1 Admission 1.3 Orientation and Progression 2.2 Diversity and Equity 2.3 Wellbeing and Safety 3.3 Learning Resources and Educational Support	1.1.3 1.3 2.2 2.3.2 2.3.3 3.3.4
Nature of Change	Minor spelling and formatting edits. February 2023 • Change of approval authority from Board of Directors to Academic Board • Clarification of methods to identify students at risk • Reallocation of responsibilities to reflect organisational structure • Apply standard policy format • Ensure equity of across domestic and international students • Include HESF in Version Control Table. July 2026 • Revised the Policy to strengthen its focus on the early identification and support of students at risk of unsatisfactory academic progression through a principles-based governance framework. • Simplified the Policy by removing detailed operational criteria, indicators and support processes, which are now addressed in the associated Student at Risk Procedure. • Clarified the relationship between the Student at Risk Policy, Student Support Policy and Academic Progress Policy, distinguishing early intervention from formal academic progression processes. • Clarified governance responsibilities for the identification, referral and support of students at risk, including oversight of the Student at Risk Register. • Updated terminology, organisational responsibilities and document structure to align with the current ACC policy framework and governance arrangements.	