Australian Chiropractic College

ACADEMIC PROGRESS

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 programs 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 an ACC program.

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

Internal Appeal: Avenues of Appeal which 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 and/or has breached academic integrity specifications, as defined by the ACC in the Academic Progress Policy and associated Procedures and the Academic Integrity Policy and associated Procedures, 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 all students and optimum progression with their studies and seeks to ensure that international students are able to complete their course(s) within the expected duration specified on the Certificate of Enrolment (CoE).

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The ACC complies with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018). The Academic Progress Policy and these Procedures describe the College's commitment to means of achieving this compliance.

SCOPE

These Procedures apply to all students enrolled within the ACC.

PROCEDURES

These Procedures ensure consistent application of processes for the early identification of students experiencing difficulties with their studies and are at risk of not achieving appropriate rates of academic progression.

Students are identified as not achieving appropriate rates of academic progression where the student:

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

A Fail is allocated to a grade of Fail and Withdrawn Fail.

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

If during the academic monitoring process an interim grade is under consideration, the grade is recorded as outstanding and considered under the academic monitoring process for the affected student(s) when the grade is finalised.

Assessment of academic progress is on a semester-by-semester basis unless there are extenuating circumstances, such as a student's breach of academic integrity.

Following certification of grades, the ACC will identify and notify students in accordance with the Academic Progress Policy. Reporting of academic progress is completed once per term.

Written notification is issued to all 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.

Academic Progress Assessment Stages – Overview

The following outlines the various stages of Academic Progress Intervention:

Stage 1: A student demonstrating unsatisfactory progress is directed to attend a meeting with the Academic Operations Manager. At the meeting, the student is advised that they have been identified as not achieving an appropriate rate of academic progression and the impacts of any future failures, including a possible cancellation of their enrolment. International students will also be advised of possible impacts on their student visa.

At the meeting the student will be given an assessment of their progress and how they can continue to progress to complete their studies. For an international student, future study planning includes consideration of the expected completion date specified on their CoE and whether an extension is required and approved.

The student is required to sign a future study plan and/or academic support plan, as determined by the Academic Dean.

Stage 2: Following a non-achievement of two consecutive study periods of satisfactory academic progression and/or with the study plan agreed at the Stage 1 interview, the student is required to 'Show Cause' within 10 working days. The student is required to demonstrate why their enrolment should not be cancelled. If the 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 three consecutive terms of satisfactory academic progress, the student will be notified by the General Manager of the College's intent to cancel their enrolment.

A 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, as detailed in the Student Grievance and Appeals Procedures.

If the student's internal appeal is unsuccessful, a process for external appeal is available as detailed in the Student Grievance and Appeals Procedures.

A student who does not submit an appeal within the detailed timelines will receive a Notification of Cancellation.

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

Detailed Outline of each Academic Progress Stage

Academic Progress Stage 1 – Academic Notice

A student who is identified during Stage 1 monitoring will be sent written notification via email.

A student on Academic notice will be required to attend a meeting at which time they will be offered academic support and learning strategies. At the meeting the student will be given an assessment of their progress and how they can continue to progress to complete their studies. For an international student, future study planning includes consideration of the expected completion date specified on their CoE and whether an extension is required and approved.

During the meeting the 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. At the meeting the point at which the student has failed to meet satisfactory academic progress will be determined and the impacts of any future failures by the student will be shown to the student, including a possible cancellation of their enrolment and, for an International Student, possible impacts on their student visa.

Intervention examples may include:

- Provision of on-campus academic support;

- Participation in or referral to counselling programs;
- Referral to additional external tuition which is free or affordable to the student;
- Alteration of study load which may help the student to successfully achieve their agreed future study plan. For International Students ACC will ensure that the future study plan maintains compliance with the student visa requirements:
- Any other recommendations to meet specific requirements.

Academic Progress Stage 2 – Academic Probation

A student who is identified during Stage 2 Monitoring will be sent written notification via email. This notice indicates that the student is required to 'Show Cause' (provide reason) why their enrolment should not be cancelled. The 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 student will proceed directly to Stage 3 Notification of Intent to Cancel.

The College President and Academic Dean will consider the 'Show Cause' and decide if the student is able to continue. The Academic Dean will notify the student of their outcome in writing within 5 working days of receiving the student "Show Cause" written document.

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 student will remain on academic probation and may be required to abide by the following conditions:

- Participation in academic support;
- Regular meetings with a designated member of staff.

A successful application through a 'Show Cause' document for an International Student may result in ACC needing to extend the International Student's course duration.

In compliance with Standard 8 of the National Code 2018, the ACC can only extend an overseas student's enrolment if:

- ACC has assessed that there are 'Compassionate or compelling' circumstances and there is evidence to support this assessment;
- ACC has implemented, or is in the process of implementing, an intervention strategy for the International Student who is at risk of not meeting course progress requirements; or
- An approved deferral or suspension of the overseas student's enrolment has occurred.

'Compassionate or compelling' circumstances are generally those beyond the control of the International Student and which have an impact upon the International Student's academic progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the International Student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the International Student's studies; or

- a traumatic experience, which could include:
    - involvement in, or witnessing of a serious accident; or
    - witnessing or being the victim of a serious crime, and this has impacted on the International Student (these cases should be supported by police or psychologists' reports).

These are only some examples of what may be considered compassionate or compelling circumstances. ACC will use its professional judgement to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, ACC will consider documentary evidence provided to support the claim, and copies of these documents will be kept in the International Student's file.

If the ACC extends the duration of an International Student's enrolment and the International Student's visa expires prior to completion of the course, the International Student will need to apply for a new Student visa (subclass 500) to complete their study. More information about the Student visa (subclass 500) is available on the Department of Home Affairs website.

If the application is unsuccessful, the student may request a review of their application by the Academic Board. The student must request this review within five (5) working days of their unsuccessful notification.

A 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 Stage 3 – Notification of Intent to Cancel Enrolment and, in the case of an International Student, Report

The student will be provided written notification of the College's intention to cancel enrolment and, in the case of an International Student, to report the student to the Department of Home Affairs through PRISMS as not meeting satisfactory academic progress.

This will apply 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 did not achieve two consecutive terms of satisfactory academic progress.

The written notification will include advice of their right to access the College's internal complaints and appeals process within 20 working days.

Following receipt of 'Notification of Intent to Cancel and Report' the student has 20 working days to lodge an appeal.

Appeals

Student appeals will be processed as detailed in the Student Grievance and Appeals Procedures.

STUDENT PROGRESSION OPTIONS

The ACC programs, Diploma of Health Science and Bachelor of Chiropractic, include units that are prerequisite for later units. Where a student fails a unit, the following options are considered at the end of each semester and offered and implemented as appropriate, consistent with the Academic Progress Policy.

Decision process: The Academic Operations Manager determines which option(s) are available to an identified student, having regard to the student's study load in the following semester, whether the student failed a specific component of a unit or an overall assessment, and any relevant matters from prior academic support, failed units, or student access arrangements. [Timeframe for the decision and format of written notice to the student to be confirmed.]

1. Fail and repeat: The student is enrolled in the unit in the next study period it is offered. This may extend the student's overall study period.
2. Intensive repeat: Where 8 or more students fail a unit and elect to repeat it, the College delivers the unit in a shortened, intensive format between study periods or during summer school.
3. Directed study period extension: Where eligible (a grade above 40% and the unit's attendance requirement met), the student may undertake an intensive, faculty-guided period of study on the failed component(s), followed by an additional assessment (maximum available grade 50% Pass; no supplementary assessment available if the additional assessment is failed). A student who fails the additional assessment must withdraw from any unit(s) for which the failed unit is a prerequisite.

Chiropractic Practice units: A student who fails the practical requirements of a Chiropractic Practice unit repeats the practical requirements and all associated assessments the following semester; each subsequent Chiropractic Practice unit is pushed back one semester. All correspondence relating to Student Progression Option decisions is recorded, consistent with the record-keeping requirement above.

Cancellation of Enrolment or Academic Dismissal

Cancellation of enrolment or academic dismissal will occur 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
- On recommendation of the Academic Board 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.

Any cancellation will be applied at the end of the current term of enrolment and will be processed as detailed in the Student Grievance and Appeals Procedures and the Alteration of Student Enrolment Status Policy.

A student who has been academically dismissed may reapply to the College, however they may not do so for a period of 1 year and they will need to convince the College administration of their resolve and ability to achieve satisfactory progress. International students will be subject to any relevant student visa restrictions and will be advised to contact the Department of Home Affairs to clarify their eligibility to obtain a new student visa.

Readmission after Cancellation Periods

If the readmission application is successful the Academic Dean will determine the appropriate program entry point for the student, taking into account previous units successfully completed, and advise the student accordingly.

Failure to show satisfactory academic progress will lead to application of the monitoring process again.

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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 Education and Grading Committee via the Academic Operations Manager at the end of each study period to the Academic Dean and Academic Board.

Records Management

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

REVIEW

The ACC's Academic Progress Procedure 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

- Academic Progress Policy
- 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 Procedure
Responsible Officer:	Chief Executive Officer, with the Academic Dean for the assessment-related provisions
Initially Approved by:	Academic Board Date: 2 September 2020
This Version:	Date: 9 September 2026.
Reviewed and approved by:	Academic Board Date: 19 July 2023

Reviewed and approved by:	Academic Board Date: 9 August 2026
Replaces Version(s):	2.0
Next Review:	Annual, first review September 2029
Nature of Change:	Clarifies the pathway for academic progression after unit failure