Australian Chiropractic College

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 a 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 satisfactory 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 Confirmation of Enrolment (CoE). 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 Policy and the associated Academic Progress Procedures describe the College's commitment to the means of achieving this purpose.

SCOPE

This policy applies to all students enrolled within the ACC.

POLICY

Continuous monitoring and facilitation of student academic progress is a high priority of the ACC. This includes the implementation of intervention strategies for students both 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 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, which may be associated with differing motivational and achievement levels. It also recognises that students may be susceptible to various difficulties at different points in their studies, including those students that are living and studying in an unfamiliar environment having relocated from interstate or overseas to study.

In order to identify as early as possible those students who are demonstrating unsatisfactory academic progression or are at risk of doing so, the College will undertake regular and frequent monitoring of student academic progress. This includes student cohort analysis which allows the College to provide support that can facilitate satisfactory student progression.

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.

STUDENT PROGRESSION OPTIONS

The ACC programs, Diploma of Health Science and Bachelor of Chiropractic, have a number of units which are prerequisite for later units. The number of units that are prerequisite for later units is significant and when a student fails one of these units the period of study for the student is often increased by a year under the standard semester delivery.

The following student progression options are considered at the end of each semester and offered and implemented as appropriate. The Academic Operations Manager will determine which option or options are available to each identified student. The Academic Operations Manager will make this determination after consideration of the students study load in the following semester, whether the student failed a specific component of the content of the unit or an overall assessment and any matters which are considered relevant from prior academic support, failed units or student access arrangements.

The options for consideration by the Academic Operations Manager include:

For all units, excluding the Chiropractic Practice units:

1) Fail and repeat

A student who fails a unit has the option to repeat the unit in the next study period that the unit is offered. This may result in the student's study period extending.

2) Intensive repeat

Where 8 or more students fail a unit and elect to undertake a repeat of the unit, the College will deliver the unit in a shortened intensive format in the break between study periods or in the summer school period as appropriate.

3) Directed study period extension

Where a student has achieved a grade greater than 40% and has met the Unit's attendance requirement, the student will be provided with the option to undertake a period of intensive study of, where it can be separately identified, the components of the unit that they failed. This directed study period will commence at the start of the following standard study period. This study will be guided by faculty assigned to the student/s undertaking this Directed study period.

The student/s undertaking this study will complete an additional assessment at the end of the intensive period to evidence that they have met the learning outcomes of the unit. The maximum grade available to students for the unit will be 50% Pass. Students will not have the opportunity to complete a supplementary assessment if they fail

the additional assessment. The grade at the end of the intensive assessment will be recorded as the final outcome of the initial enrolment in the unit (i.e. the study period of the initial enrolment in the unit).

Whilst students are completing the directed intensive study and assessment they are eligible to commence studying any units for which the directed intensive study unit is a prerequisite. If the student fails the unit at the end of the directed intensive study period, the student is required to withdraw from the unit/s for which it is a prerequisite.

For Chiropractic Practice units:

Where a student fails the practical requirements of a Chiropractic Practice unit the student will repeat the practical requirements and all associated assessments in the following semester. Each subsequent CPRA unit will be pushed back one semester.

The initial unit outcome will be recorded as a fail. The enrolment in the following semester will be recorded as a second enrolment and the full range of outcomes are available to the student.

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 ACC Record Management Policy.

REVIEW

The ACC's Academic Progress Policy is reviewed, at least 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:	Chief Executive Officer, with the Academic Dean for the assessment-related provisions
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This Version:	Date: 9 September 2026.
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Reviewed and approved by:	Academic Board Date: 9 September 2026
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Next Review:	Annual, first review September 2029
Nature of Change:	Clarifies the wording around post unit failure pathways for learner