

# STUDENTS AT ACADEMIC RISK POLICY AND PROCEDURE

Approving Authority	Academic Board 30 <sup>th</sup> November 2020
Responsible Officer	Dean of Studies
Version	1.3 Reformatted and substantially updated. Principal approved 11 <sup>th</sup> November 2020
Next Scheduled Review	Nov 2023
Related Legislation and Regulations	Higher Education Standards Framework (Threshold Standards) 2015. Standards 1, 2 and 3. Standards for Registered Training Organisations (RTO's) 2015. Standard 1.7
Associated Documents	Application and Admissions Policy Assessment Policy Complaints and Appeals Policy and Procedure Course Structure Policy Student Support Services Policy Student Grievance Handling Procedures Academic Integrity Modules

## 1 SCOPE

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This policy applies to all students across all sectors of the college.

## 2 PURPOSE

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The college will assist students to achieve their educational outcomes through early identification of and appropriate response to issues or circumstances which could adversely impact their educational achievement.

## 3 DEFINITIONS

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**At Risk:** Students who indicate poor academic performance, who do not improve following assistance or advice, and who may not complete their course or may not be permitted to complete their course.

**Good Standing:** Is the normal academic standing of students who are performing satisfactorily and are not considered to be "at risk" in any way.

**Provisional Standing:** Is a sanction for students whose academic performance is unsatisfactory.

**Academic Progression Report:** report held by the Dean of Students that lists all "provisional standing" students.

## 4 POLICY/PROCEDURE STATEMENT

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### Academic Progression

## Academic Standing upon Entry

A student will be considered on “good standing” upon entry to a course unless pre-existing risk factors have been identified and the Dean of Students deems it prudent to place the student on “provisional standing.”

## Good and Provisional Standing

A student will remain on “good standing” if they achieve a pass grade or higher in 50% or more of the subjects they have undertaken within a particular academic year.

A student will be placed on “provisional standing” if they:

- Failed 50% or more of their subjects in two successive teaching periods.
- Failed 50% or more of subjects in one academic year.

A “Provisional Standing” student will be able to move to good standing if they successfully pass more than 50% of the subjects undertaken in the teaching period following being placed on “provisional standing.”

All students placed on “provisional standing” must be listed on the Academic Progression Report held by the Dean of Students.

## Course Terminated

Students who fail 50% or more of their subjects in the teaching period following the one where they were placed on “provisional standing” may not be allowed to enrol for the next trimester and may be terminated from the course by the Dean of Students, unless special circumstances are shown to have affected their academic progress.

## Students “At Risk”

### Pre-Existing Risk Factors

Some non-academic factors that may significantly impact or impair a student’s functioning within a course include:

- A medical or psychological condition;
- Inadequate Language, Literacy and Numeracy skills (LLN) including Academic English skills, and
- English as a second language, either written or spoken difficulties.

Pre enrolment academic indicators of risk include an education record which includes:

- Special admission;
- Repeated deferral or transfer of enrolment into other courses of study;
- Multiple Fail grades;
- Notations of a breach of code of conduct, and
- Student admission of need.

A student who is admitted to the College with pre-existing risk factors may be placed on “provisional standing” by the Dean of Students.

## Post Enrolment Risk Markers

The College understands that academic achievement/performance may fluctuate due to a number of foreseen and unforeseen factors. These factors may, on occasion, result in a Fail grade in individual subjects. When such risk markers are identified, the student will be deemed to be “at risk” and an intervention commenced in order to identify steps to be taken to improve the student’s academic performance. To be formally determined “at risk” evidence of one or more of the *Post Enrolment Risk Markers* detailed below will have been identified in regard to a particular student.

A student that demonstrates one or more of the Post Enrolment Risk Markers detailed below will be designated “at risk”:

- Non-attendance at first lecture;
- Failure to access ACCS Moodle resources by the end of Week 2;
- Non-submission of first/early assessment tasks;
- Failure of first /early assessment tasks;
- Non-attendance at two lectures by the end of Week 4, and
- Failure in 50% of subjects or more in the trimester.

### Procedure for Implementation of “At Risk” Support Strategies

Should a student be deemed “at risk” the following guidelines direct actions for ongoing support:

1. The student’s name and the nature of the demonstrated risk marker is to be recorded on the Student ‘At Risk’ Register maintained by the Dean of Students.
2. The student identified as being at risk is to be notified of the “at risk” status.
3. A meeting between the lecturer and student is to be arranged by the lecturer to discuss and implement an intervention strategy to return the student to satisfactory academic performance. If the risk marker noted is non-academic the Dean of Students should also be invited to the meeting. The resultant intervention strategy and the steps to be taken are to be recorded in the “at risk” register by the Dean of Students.
4. The “at risk” register is to be tabled at each faculty meeting and the nature of the intervention and its effectiveness for each “at risk” student discussed.
5. Should all efforts of returning the status to “not at risk” be ineffective the student will enter a period of “Provisional Standing.”

### Guiding Principles

- The process is to be student focused and geared toward a positive outcome with ongoing support available to the student throughout the process.
- Students are to be actively involved in the development of any strategies and kept informed of any determinations.
- Notes from all meetings, communication and results are to be maintained and stored in the student’s file.
- The pastoral care of the student is vital, and should issues be identified that may require clinical support appropriate referrals should be made or the student made aware of available services.

## 5 ACKNOWLEDGEMENTS

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This policy acknowledges the following resources:

<https://policies.westernsydney.edu.au/view.current.php?id=00027>