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## Students at Risk Policy

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### 1.0 Purpose

This policy provides a framework to support students to be successful in a supportive teaching and learning environment. It sets out the processes for routine monitoring and identification of students at academic risk, and how interventions will support students to succeed. EIT will encourage students to be responsible for their own learning, whilst providing supports for those students who are not progressing or performing well in their studies.

### 2.0 Scope

This policy applies to all members of EIT's higher education community.

### 3.0 Objectives

Staff of EIT and students themselves are responsible for ensuring that students achieve satisfactory academic progress. EIT will ensure that it applies this policy in a manner that is equitable, consistent, procedurally fair, respectful of privacy and confidentiality, timely and effective.

EIT is committed to:

- Identifying students at risk of unsatisfactory progress as early as possible
- Regularly advising students of academic progression requirements
- Monitoring student progress so that intervention strategies can be initiated
- Alerting students that they are not meeting academic progression requirements
- Providing support to students to enable them to achieve academic outcomes and to progress through the course to graduation

Students are responsible for:

- Undertaking good study habits to achieve learning outcomes
- Observing unit pre-requisites and course rules to ensure that they have sufficient prior knowledge to successfully complete units
- Attending classes and other defined activities (such as labs and collaborative sessions)
- Making a positive and equitable contribution to classes, labs and collaborative sessions
- Submitting assessment by due dates
- Working harmoniously with fellow students and assisting them where possible
- Notifying staff and seeking help if extenuating circumstances arise

#### **4.0 Implementation**

EIT will implement the following framework that underpins this policy to support students at risk.

##### **1. Identification**

EIT is committed to ensure that there are systems in place to ensure that students at academic risk are identified at all stages of their studies, including prior to enrolment. Staff will monitor students at various stages:

- Prior to enrolment to ensure that entry level knowledge is sufficient to successfully complete the course, including technical and English language ability
- During term at each assessment and at the end of each term, to identify that students are achieving satisfactory results
- At the end of each calendar year to ensure progress milestones are achieved

##### **2. Intervention**

EIT will have intervention strategies if students are identified as being at academic risk. These interventions will be relevant for the issue identified so that effective and timely support can be offered.

##### **3. Supports**

EIT will provide support to students to enable satisfactory academic progression to complete the course of study. Students will be supported by:

- Assistance with English language, both written and oral, by suggestions as to relevant external resources/websites
- Assistance with Mathematics skills, where required
- Study skills
- Personal counselling
- Submit drafts of assessments
- Meet informally with unit lecturer on a regular basis

##### **4. Counselling**

Where students have been identified as at academic risk, students will be contacted and counselling will be offered. Students will be advised of supports available and the consequences of continued unsatisfactory progress.

## **5. Information**

EIT will ensure that information is available to students in a variety of formats to ensure that students are aware of course requirements and what is expected to satisfactorily progress through the course. Students will be provided with information that will outline the consequences of unsatisfactory progress.

## ***Monitoring and Reporting***

### **1. Pre-enrolment Assessment**

Students will be assessed prior to enrolment to ensure they have the necessary pre-requisites to successfully complete the course, including technical, mathematics and English language ability. Students may be unit to an interview process and assessed on a case-by-case basis, if required. In the following circumstances, students will be permitted to enrol, but will be identified as at academic risk, and will therefore be placed on the Students at Academic Risk Register which is maintained in Power Pro by the Course Coordinator:

- Not met the stated English language entry requirements, but has agreed to enrol in English language support classes at an external training provider.
- Advised of special learning needs or assistance

### **2. Monitoring Progress**

It is the responsibility of the course and unit coordinators to monitor the progress of each student in their relevant units of study. This will include attendance at lectures, tutorials, labs, collaborative team sessions and other classes; and satisfactory completion of assessment throughout each term.

### **3. Criteria for Identifying Students at Risk**

A student is deemed at risk of making unsatisfactory academic progress, additional to the pre-enrolment assessment, in a course if:

- They fail an assessment
- They fail a unit
- They fail an assessment or unit more than once
- Their grade point average falls below 4.0
- They do not meet attendance requirements
- They will not complete the course within the maximum timeframe specified

### **4. Notification**

Students will be notified verbally and in writing, as soon as they meet one of the risk criteria outlined above. The notification will advise that the student must communicate with the Course Coordinator and outline options available to the student. If a student continues to make unsatisfactory progress, they may be asked to show cause why they should not be excluded from the course.

### **5. Intervention**

The following supports/intervention strategies will be considered on a case-by-case basis, and may form part of a student's Course Plan:

- Reduction in course load
- Assistance with academic or learning skills

- Assistance with English language, by suggestions as to relevant external resources/websites
- Assistance with personal issues, via options to contact external counselors
- Mentoring by academic staff
- Change in course pattern progression
- Change in course

## **6. Course Plan**

A Course Plan may be considered necessary for a student at academic risk, and if so, will be developed based on the intervention strategy negotiated in consultation with the student.

## **7. Academic Board**

Students who have been identified as at academic risk during the term, or at the end of the term, will have their results reviewed at each Board of Studies Meeting. The Academic Board will then be notified of students on the Students at Academic Risk Register together with details of any supports offered and provided to the student. Students with continued unsatisfactory progress may be required to communicate with the Academic Board or other personnel to explain their circumstances. The student may be asked to submit a letter in support of their circumstances and any evidence for the Academic Board's consideration.

## **8. Academic Probation**

The Academic Board may, after considering the student's circumstances and evidence, decide to place the student on academic probation. The student will be advised in writing of the details of the probation, the probationary period and the consequences of failing to meet the probation requirements, which may be exclusion from the course.

## **9. Appeal**

Students who have been excluded from their course of study may appeal to the Academic Board for a review of the decision. The student may ask for a review of the decision based on the same information, or provide additional information and new evidence for consideration.

1. If this option fails, then students may appeal in writing to the Governance Board, who will review the decision.
2. If a student is still unhappy with the decision, they make appeal to an external party. Refer to the Students Complaints, Grievances and Appeals Policy and Procedure.

At each stage of the appeal process, the relevant internal decision-maker must provide their decision to the student in writing within 7 days.

### ***CRICOS Student Appeals***

If CRICOS students choose not to access the complaints and appeals processes within the 20 working day period, withdraw from the process, or the process is completed and results in a decision supporting EIT, then EIT will notify the Secretary of the Department of Education and Training through the Provider Registration and



International Student Management System (PRISMS) as soon as possible regarding the student not achieving satisfactory course progress.

Copies of all outcomes and notifications related to the appeal process are kept on the student's file in accordance with the Student Complaints, Grievances and Appeals Policy and Procedure.

#### **10. Re-admission after exclusion**

A student who has been excluded from an academic course may apply for re-admission to that course or another course in accordance with EIT's Admissions Policy.

### **5.0 Definitions**

**Academic Risk:** Potentially not successfully progressing through a course of study and therefore not graduating from the course.

**Exclusion:** This is the cancellation of a student's enrolment in a course. The student may re-apply for entry into a course after a period of twelve (12) months.

**Learning outcomes:** Learning outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

### **6.0 Related policies and procedures**

The following policies and procedures are related to this policy:

- Students at Risk Procedure
- Assessment Moderation and Student Progress Policy
- Assessment Moderation and Student Progress Procedure
- Admissions Policy
- Student Complaints, Grievances and Appeals Policy
- Student Complaints, Grievances and Appeals Procedure
- Student Support Policy
- Student Support Procedure

### **7.0 Accountabilities**

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.