
Students at Risk Procedure

Policy/Document Approval Body:	Academic Board
Date Created:	5 th August 2009
Policy Custodian:	Dean of Engineering
Policy Contact:	Accreditation Manager
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Review Period:	Three years
Revision No:	4
Date of Revision:	5 July 2013

Purpose: This procedure 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. The 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.

Scope: This procedure is relevant for EIT staff and students.

Essential Supporting Documents: - Students at Risk Policy

Related Documents:

- Quality Training & Assessment Policy
- Assessment Moderation and Student Progress Policy
- Assessment Moderation and Student Progress Procedure
- Assessment – A Code of Practice
- Information Literacy and Resource Access Policy

The EIT is committed to early identification and support of students 'at risk'. An obvious benefit of early detection of students in this category is that it allows timely intervention, and the provision of advice and assistance to support students in their ongoing studies.

The EIT promotes the progression of students 'At Risk' by:

- regularly and effectively advising students of Progress Requirements;
- identifying students at risk;
- alerting students that they are at risk;
- providing assistance to address the risk; and
- tracking the progress of students after they are identified as being at risk.



Students are responsible for:

- Undertaking good study habits to achieve learning outcomes
- Observing subject pre-requisites and course rules to ensure that they have sufficient prior knowledge to successfully complete subjects
- Attending classes
- Submitting assessment by due dates
- Notifying staff and seeking help if extenuating circumstances arise

1. Principles

The EIT's approach to identifying and supporting students at risk will be: equitable; consistent; procedurally fair; respectful of privacy; timely; and effective.

Clear and transparent internal processes for handling students at risk, will be consistent with the Student at Risk Policy and this Procedure.

The EIT will be proactive in identifying students at risk, and responsible for tracking student progression and keeping appropriate records.

2. Progression and Triggers for Identifying Students at Risk

In order to progress through an award course, students are required to achieve the minimum specified for a particular course of study as determined by the EIT and communicated to students prior to the commencement of a course. These indicators of progress include:

- attendance
- participation
- assessment submission
- assessment performance
- deferral of modules/units

3. Monitoring

The Course Coordinators constantly monitor all students including students at risk and counsel them accordingly. Should they require additional support then this is provided to them.

4. Informing the Student

The Course Coordinator will contact the "At Risk" student via email and/or phone and will counsel them on the options available to them.

The options are:

1. an extension of time on assessments and the submission of webinar summaries for missed webinars
2. additional assistance from the instructor
3. administrative support offered by the course coordinator



4. postponement of studies to a future intake
5. withdrawal from the course permanently

If the student is non-responsive and is not participating in the course, their studies will be placed on hold and their payments stopped. The student will be notified of this via email and/or phone.

Should the student then contact the course coordinator at a later stage they will be provided with the opportunity to rejoin the existing intake or another intake. This will be dependant on where the student left off and where other intakes are up to, as well as when the student has the time to participate and continue their course.

In this situation, the money the student has paid towards the previous course intake will be transferred to their new course intake. This is considered to be a course transfer, therefore the student is required to pay a US\$200 transfer fee.