

PROCEDURE - STUDENTS AT RISK

<p>1. Purpose</p>	<p>To describe the process for identifying students who are 'At Risk' of not fulfilling progression requirements, and the support/intervention strategies implemented to assist them to successfully progress through their course of studies.</p>
<p>2. Scope</p>	<p>The procedure covers all domestic and international applicants and students at SAE.</p>
<p>3. Associated Policies and Procedures</p>	<p>This procedure should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> • Student Progression, Exclusion, Graduation and Transfer Policy • Student Selection and Admission Policy • Student Selection and Admission Procedure
<p>4. Associated Documents</p>	<p>This procedure should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> • Student At Risk Guidelines • Personalised Study Plan Form
<p>5. Procedure</p>	<p>5.1 Definitions</p> <p>5.1.1 Student 'At Risk'</p> <p>'At Risk' is a classification used to denote a student who has been identified as potentially being in a position where they may not successfully progress through their course and achieve the award.</p> <p>A student may be at risk due to due to poor academic performance, or failing to meet other course requirements, personal welfare, or other mitigating circumstances.</p> <p>6.1.2 Academic Probation</p> <p>Academic Probation is a conditional enrolment which is imposed on a student who has:</p> <ul style="list-style-type: none"> • Failed to meet satisfactory course progression requirements while being identified as 'At Risk'; • Been identified as having grounds for exclusion but is allowed to continue studying, subject to approval by the Campus Academic Coordinator (CAC); • Successfully appealed an exclusion; • Returned after an exclusion period; • Been allowed admission into a course of study through Alternative Entry provisions with conditional monitoring of academic progress. <p>A student placed on Academic Probation must satisfactorily fulfil the conditions imposed on them to continue their enrolment with SAE.</p> <p>5.2 Identifying Students for Early Intervention Support (EIS)</p> <p>5.2.1 Pre-Enrolment Identification</p> <p>Admission through Alternative Entry</p> <p>Applicants who do not meet all of the standard entry requirements may be allowed entry into a course offered by SAE through Alternative Entry provisions. This is determined on a case by case basis and will normally be subject to an interview process with the CAC or nominee.</p> <p>As an outcome of the interview process the CAC may either:</p> <ul style="list-style-type: none"> • Allow the applicant unconditional entry where they are satisfied that the applicant has the skills and aptitude to meet the course requirements, OR • Allow the applicant conditional enrolment under Academic Probation, where the applicant may not have provided substantive evidence that they are likely to have the skills and aptitude to meet the course requirements, but there is reasonable belief that the applicant can meet the course requirements.

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The CAC or Senior Lecturer will meet with the student to discuss their progress and to determine if a support/intervention strategy is required to address their individual needs.

The CAC or Senior Lecturer will consult with the Student Services Advisor (SSA) where it has been determined that the student's progress has been affected due to a personal or welfare related matter. Where deemed necessary, a Personalised Study Plan will be developed based on the intervention strategy negotiated through the consultation with the student.

The student will be flagged in CAS by the CAC or Senior Lecturer as an 'At Risk' student as per the process outlined in section 5.4.

5.3.2 Monitoring Attendance

It is the responsibility of all students to ensure that their attendance for each scheduled session has been recorded by their Lecturer/Tutor to ensure that there are no errors in student attendance records.

Lecturers/Tutors are required to:

- Keep a class roll as a record of student attendance for each unit/course they teach;
- Explain to students at the first class for each course that:
 - All students are required to attend their classes whenever instruction is provided; and
 - Late arrival and / or early departure from class are not acceptable and may be recorded accordingly.
- Manage student lateness, leaving class early or non-attendance particularly in regard to causing disruptions and affecting the progress of other students.

5.3.3 Monitoring Non-Attendance

There are two processes for routine monitoring of student attendance:

Monitoring by Teaching/Academic staff:

- A roll will be taken by the lecturer/tutor for each scheduled session;
- Student absences will be monitored by the lecturers and/or unit/course coordinators each week;
- Where a student is absent for 3 consecutive classes (or more) in a unit of study without notice, the lecturer/tutor will notify Student Administration;
- Student Administration staff will send the student an attendance reminder notification and request that an explanation for their absence be provided;
- Where acceptable evidence for the absence(s) is provided, the attendance record in CAS will be amended by Student Administration staff to show an 'Excused Absence';
- Where a student has been issued more than 2 attendance reminder notifications, lecturers and/or unit/course coordinators will request Student Administration to issue the student with a formal attendance reminder notification which will request they attend a progression meeting with the CAC.

Monitoring by Student Administration staff through regular attendance audits:

- Student Administration will undertake Attendance Audits at the end of week 2 and week 6 of each Trimester;
- The Attendance Audits will identify any students at risk of not meeting their attendance requirements;
- Student Administration will issue students identified through the Attendance Audits with an attendance reminder notification;
- Where a student has been issued more than 2 attendance reminder notifications, Student Administration will issue the student with a formal attendance reminder notification which will request they attend a progression meeting with the CAC.

In the progression meeting, the CAC or Senior Lecturer will review the student's attendance records and assess how this may affect their progression and the conditions of their eCoE (International students only).

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The CAC may decide to develop and implement a Personalised Study Plan to assist the student to meet their attendance requirements and the CAC will flag the student as 'At Risk'.

The CAC may request the SSA to participate in the meeting if it has been determined that the student's attendance has been affected due to personal welfare related circumstances.

The CAC will advise Student Administration if the Personalised Study Plan may impact on their progression and the conditions of their eCoE (International students only).

The student will be flagged in CAS by the CAC or Senior Lecturer as an 'At Risk' student as per the process outlined in section 6.4.

5.3.4 Examiners Committee Meetings

At the conclusion of each study period, an Examiners Committee meeting will be held to review student grade outcomes and to review students who the Campus Academic Coordinators have flagged as 'At Risk' of not achieving satisfactory course progress.

After the Examiner's Committee meeting, the Campus Academic Coordinators will record details of students confirmed as 'At Risk' and students identified for 'Academic Probation', and these details will be provided to Student Administration.

Student Administration staff will send a notification to each student requesting that they attend a progression meeting with the CAC or Senior Lecturer.

The letter will advise the student that they are not achieving satisfactory course progress under the provisions of the Student Progression, Exclusion, Graduation and Transfer Policy. The letter will also specify an appointment time with the CAC or Senior Lecturer.

The CAC or Senior Lecturer will meet with the student to discuss their progression and to develop a support/intervention strategy to address their individual needs. The CAC or Senior Lecturer may request the SSA to participate in the meeting if it has been determined that the student's progress has been affected due to personal welfare circumstances.

A Personalised Study Plan will be developed based on the intervention strategy selected through the consultation between the student, the CAC or Senior Lecturer and the SSA (where applicable).

The student will be flagged in CAS by the CAC or Senior Lecturer as an 'At Risk' student as per the process outlined in section 5.4.

A student that has failed to meet satisfactory course progression requirements while being identified as 'At Risk' will be placed on Academic Probation and flagged in CAS as per the process outlined in section 5.5.

5.4 Flagging Students 'At Risk'

Students who are identified as 'At Risk' will be flagged in CAS by the CAC/Senior Lecturer, SSA or Student Administration staff as per the following process:

- Login and select the applicable campus;
- Select >> Main View / Person View;
- Type in the student's unique student number in the Search field and click the "Search" button;
- Select the student record and go to the 'custom' tab;
- Scroll to the bottom of the pane and locate the 'At Risk' tick box and 'At Risk' remark field;
- Tick the 'At Risk' option and enter appropriate comments in the 'At Risk' remark field;
- Click 'Save' at the bottom of the screen (to track an 'at risk' or 'academic probation' history for a student, it is recommended that you do not delete any previous comments that may have been entered in the remark fields).

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5.5 Flagging Students on 'Academic Probation'

Students who are placed on Academic Probation will be flagged in CAS by the CAC as per the following process:

- Login and select the applicable campus;
- Select >> Main View / Person View;
- Type in the student's unique student number in the Search field and click the "Search" button;
- Open the student record and go to the 'custom' tab;
- Scroll to the bottom of the pane and locate the 'Academic Probation' tick box and 'Academic Probation' remark field;
- Tick the 'Academic Probation' option, and enter appropriate comments in the 'Academic Probation' remark field;
- Click 'Save' at the bottom of the screen (to track an 'at risk' or 'academic probation' history for a student, it is recommended that you do not delete any previous comments that may have been entered in the remark fields).

5.6 At Risk Support/Intervention Strategies

Where a student has been identified as 'At Risk', they will be notified by Student Administration in writing that they are required to meet with the CAC or Senior Lecturer to determine a support/intervention strategy to address their individual needs. The CAC or Senior Lecturer may request the SSA to participate in the meeting if it has been determined that the student's risk status has been affected due to personal or welfare circumstances.

During the meeting, the following may be discussed to determine the best support/intervention strategies necessary to assist the student to achieve satisfactory course progress:

- Discussion suitability of the course that the student is enrolled in. E.g. is the student completing a course suited to them;
- Opportunities to demonstrate achievement of competency or attainment of learning outcomes through re-submission of coursework, or where deemed appropriate through the submission of an alternate piece of work;
- In liaison with the SSA, student counselling, support and welfare assistance to identify and assist a student where there may be compassionate or compelling circumstances impacting on the student's capacity or ability to progress through their course;
- The student will be advised that under this policy, unsatisfactory course progress could lead to the student being excluded and reported to DIAC for cancellation of their student visa (International students), depending on the outcome of any appeals process.

The following support/intervention strategies will be considered on a case-by-case basis and may be stipulated as part of a Personalised Study Plan and/or as conditions of Academic Probation:

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- Reduction in course load;
- Assistance with academic or practical skills such as report writing, practical skills review, meeting assessment requirements and research skills;
- English language support for oral and written comprehension;
- Discussions with the Student Services Advisor for assistance with personal issues affecting course progress;
- Opportunity for unit re-takes;
- Completion of alternate forms of assessment(s) where adjustments maybe needed;
- Mentoring by an academic staff member nominated by the CAC;
- Required attendance of meetings with the SSA or another nominated staff member approved as outlined by the CAC;

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	<ul style="list-style-type: none"> • Referral to an external organisation for assistance (costs for external professional support to be met by the student); • Changing courses or course major within SAE; • Combination of strategies outlined above. <p>Where a support/intervention strategy has been approved by the CAC, and a Personalised Study Plan implemented, or Academic Probation conditions imposed on the student, the student will be required to meet with the CAC or Senior Lecturer at the end of each study period and/or the probationary period to evaluate the ongoing study needs.</p> <p>At this stage, one of the following actions will apply:</p> <ul style="list-style-type: none"> • A new Personalised Study Plan will be developed and the student will continue under the academic probation conditions; • A new Personalised Study Plan will be developed and the student will continue as a student at risk under a support strategy; • The student will be allowed to continue their studies with all conditions retracted; • The student may be excluded from the course. <p>All meetings with a student are to be recorded by the CAC/Senior Lecturer or SSA in the Campus Administration System (CAS).</p> <p>Personalised Study Plans will be signed by all parties involved, which includes the student deemed at risk or placed on academic probation, the CAC or Senior Lecturer and the SSA (if applicable).</p> <p>The CAC or Senior Lecturer will inform all relevant teaching staff and the SSA, of the Personalised Study Plan that has been implemented and advise what their responsibilities are in relation to carrying out the strategy appropriately.</p> <p>If the information is of a confidential nature, the Personalised Study Plan will be stored securely to ensure strict privacy of the information disclosed in confidence by the student.</p>
<p>6. Records</p>	<p>16 May 2011 procedure (Approved by Prof. Z. Klich, Managing Director & CEO)</p> <p>13 July 2012 procedure updated (Approved by Joseph Anthonysz, Managing Director & CEO)</p> <p>9 August 2012 procedure updated (Approved by Joseph Anthonysz, Managing Director & CEO)</p> <p>Procedure to be reviewed 9th August 2013</p>

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