Academic Progression Procedures

These Procedures support the *Academic Progression Policy*

Procedures Owner: Academic Director / Associate Principal

Keywords: Academic Progression, Intervention Strategies

1.   INTENT

1.1   These Procedures set out:

    a)   how Academic Progression is determined for Pathway Courses at Australian College of Business and Technology ('ACBT' or the 'College');

    b)   the Academic Progression Statuses applied; and

    c)   the Intervention Strategies that are associated with each Academic Progression Status.

1.2   These Procedures support the *Academic Progression Policy.*

2.   ORGANISATIONAL SCOPE

2.1   These Procedures apply to all Courses, Staff and Students at ACBT

3.   DEFINITIONS:

3.1   The *Glossary of Policy Terms* applies to these Procedures.

4.   PROCEDURES CONTENT:

Time Requirements for Completion

4.1   Students must complete their Course within the period that is two times the College's standard full-time duration of the Course, plus two years, calculated from the date the Student's first Unit in the Course commences.

4.2   The Academic Director may approve an application for a Student to take longer than the prescribed time to complete the Course on the basis of:

 a)   Compassionate or Compelling Circumstances beyond the Student's control; and/or

 b)   as part of documented Intervention Strategy.

 The student should have the approval in writing, and also should be included in the student file

4.3   Where a Student has not completed a Course within the period referred to in 4.1, then subject to Clause 4.2, the Board of Examiners may decline to recognise any Units completed outside that period as Credit towards that Course and may require a Student to repeat any excluded Units.

Determination of Academic Progression Status

4.4   At the end of each Study Period, the Board of Examiners will:

 a)   approve individual Student Results;

 b)   confirm Student completion of the requirements of a Course and eligibility to graduate; and

 c)   determine the Academic Progression Status of all individual Enrolled Students.

4.5   Following the Board of Examiners, Student and Academic Services (SAS) will communicate the Academic Progression Standing to Students via an email sent through Navigate. SAS will also inform Students of Review mechanisms and timeframes.

Early Intervention

4.6 Where a lecturer is aware of student at risk of failing the unit, they are requested to complete a Student-At-Risk form and forward it to the Manager Student Services for attention.

4.7   Unit Coordinators and Lecturers will closely monitor Student academic performance throughout the Study Period and regularly implement class, cohort and/or individualised interventions to help improve Student performance.

4.8   The Unit Coordinator and/or Lecturer will provide assistance to Student requiring academic support and advice within the unit.

4.9   The Academic Program Coordinator will follow up with the Student to offer academic support and advice within the Course.

4.10 Student engagement is also monitored throughout the Study Period by Lecturers, Unit Coordinators and Academic Program Coordinators. The level of engagement is determined by behaviours such as:

a) opening emails sent by ECC/ ACBT ;

b) opening Moodle and accessing Unit resources;

c) attending class; and

d) submitting Assessments.

4.11 The Early Intervention process requires each lecturer to identify and contact students at risk and work out the best way to support them. This is done through assessing the following:

a) Student's performance in an unweighted or low-weighted assessment by Week 4 of the Study Period;

b) Student's attendance; and

c) Student's engagement with the unit.

4.11 Reporting of Students at Risk is done through a tile on Axis (Student Portal), labelled 'Early At-Risk Reporting'. (This should be updated on Navigate and AXIS)

4.12 Before completing the Form, lecturers are required to email at-risk students (via Axis), to notify them of concerns about their academic performance and make recommendations as to the appropriate support.

4.13 Once all forms have been submitted, the APCs will identify Students who have been reported for multiple Units and provide additional intervention to those Students.

4.14 All new Students are also required to complete the ECC Language Assessment (ECCLA) during Week 1 of their Academic Development Unit (ADU Stage 1). Students who are assessed as requiring additional English language development are required to attend ADU Stage

4.15 <u>Lecturers</u> give the most direct and relevant support to Students and Students are informed of how they can access lecturers' help outside of class hours.

4.16 Students can contact or be referred to their <u>Academic Program Coordinator</u> for assistance and advice.

4.17 Students are welcome to contact the Learning Support Teacher directly or via their APC or Lecturer.

The ACBT Student Counsellor   Ms Fazliya Hassan fazliya.hassan@acbt.lk – 0773629052 Colombo

Dr Mano Basnayake manobasnayake@gmail.com – 0777842855 for Kady Students

4.18 Amber, is available for addressing students' personal needs such as dealing with stress, depression, or other similar issues.

4.19 The Manager <u>Admissions Relations and Marketing</u>, is available to support sponsored Students. Students may contact Manisha by asking at the Welcome Centre or by email

Intervention Strategies

4.20   The following Intervention Strategies are applied to Students with the following Academic Progression Statuses:

a)   **Green Status – Good Standing**: Academic Success Planning is available

b)   **Amber Status – Risk Academic**: Recommended Academic Success Planning

c)   **Red Status - Risk Exclusion**: Mandatory Academic Success Planning

Green Status – Good Standing: Pro-Active Academic Success Planning

4.21   ACBT collaborates with Students in a manner that supports Students to sustain and/or improve their Academic Progress.

4.22   If a Student has a **Green Status**, but they have failed a Unit within a Study Period, the Student should approach the lecturer the next time they attempt the Unit in order to implement actions that would address the student's study issues.

Amber Status – Risk Academic: Required Academic Success Planning

4.23   If a Student has an **Amber Status**, Student and Academic Services will notify the Student in writing, following the release of results, informing them of their Academic Progression Status and:

   a)   make a recommendation to complete and submit to their APC an Academic Success Plan by a nominated date; and

   b)   provide an option to contact their Academic Program Coordinator to discuss aspects of the Student's Academic Progress and their Academic Success Plan; and

   c)   advise of the option to undertake a reduced Study Load.

4.24   The Academic Program Coordinator will review the Plan and advise the Student of satisfactory completion of the Plan or otherwise. If a Student does not submit a Plan or does not submit a satisfactory Plan, the Academic Program Coordinator may encourage the Student to have a discussion or attend a meeting.

4.25   The purpose of a discussion or meeting with the Academic Program Coordinator is to:

   a)   review the Student's academic record and level of participation and engagement in academic studies;

   b)   discuss reasons for the Student reaching an **Amber Status**;

   c)   review or develop the Student's Academic Success Plan and collaboratively refine actions to be taken, which are agreed to by the Student; and

   d)   outline the support offered by the College and provide access to that support

   e)   outline the implications of not achieving satisfactory Academic Progress and/or subsequently failing Units.

4.26   Appropriate actions for an Academic Success Plan (**Amber Status**) include:

   a)   meeting with or seeking feedback from the relevant Unit Coordinator(s) or Academic Program Coordinator;

   b)   improving participation and engagement in academic studies;

   c)   accessing academic skills support, including English language support;

   d)   accessing other support services;

   e)   seeking peer support;

   f)   undertaking a reduced Enrolment load determined in consultation with the Student Counsellor; and

g) Enrolling in a specific Unit or sequence of Units determined in consultation with the Academic Program Coordinator.

Red Status – Risk Exclusion: Mandatory Academic Success Planning

4.27 If a Student has a **Red Status**, Student and Academic Services will notify the Student in writing, following the release of Results, informing them of their Academic Progression Status and the requirement to:

a) prepare an Academic Success Plan;

b) attend a mandatory meeting with the Academic Program Coordinator to present the Academic Success Plan; and

c) Undertake a reduced Study Load (maximum 3 Units).

4.28 The purpose of the meeting is to:

a) review the Student's academic record and level of participation and engagement in academic studies;

b) discuss reasons for the Student reaching a **Red Status**;

c) refine the Student's Academic Success Plan and actions to be taken, which are agreed to by the Student; and

d) outline the implications of not achieving satisfactory Academic Progress and/or subsequently failing Units.

4.29 Appropriate actions for an Academic Success Plan (**Red Status**) include:

a) adhering to conditions on Enrolment;

b) meeting with relevant Unit Coordinators, Academic Program Coordinator, or the Academic Director;

c) enrolling in alternative Unit(s), Stream(s) or Course(s) as identified in consultation with the Academic Program Coordinator;

d) improving satisfactory participation and engagement in academic studies;

e) accessing academic skills support, including English language support;

f) accessing other relevant support services; and

g) seeking peer support.

4.30 The Academic Program Coordinator will follow up with the Student by phone or email regarding their progress, prior to Census Date.

Purple Status – Exclusion

4.31 If a Student is given a **Purple Status**, Student and Academic Services (SAS) will notify the Student in writing, following the release of results, informing them:

a) of their Academic Progression Status and ACBT's Intention to Exclude;

b) of the Formal Review process available to them under these Procedures;

4.32 An International Student who is given **Purple Status – Exclusion** will be:

    a) sent an 'Intent to Exclude' notice by SAS;

    b) instructed to make an appointment with the Academic Director / Associate Principal within thirty (30) Calendar Days should they wish a Formal Review of the Academic Progression Status;

    e) reminded of their right to lodge a Complaint with an external agency.

4.33 If, following an 'Intent to Exclude' notice, the Student has not engaged the Formal Review process or if a Formal Review or a Student Appeal were unsuccessful, the Student will be Excluded and (if applicable) reported to Immigration.

Eligibility to Graduate

4.34 Students who are deemed to have completed all of their Enrolled Course will have the Award conferred by the Board of Examiners.

4.35 The conferral date shall be recorded as the date of the Board of Examiners' meeting at which the Award was conferred.

Review of Academic Progression Status

4.36 A Student who has reason to believe that their Academic Progression Status does not reflect their Academic Progression in their Course, may ask for a Formal Review of their Academic Progress Status determination on any one or more of the following grounds:

    a) the College has not adhered to its relevant Policies and Procedures;

    b) there is new information that was not available at the time of the original decision;

    c) there has been a clear error by the College which has adversely affected the Student's Academic Progression Status; or

    d) the Student has experienced unexpected and exceptional personal or medical circumstances beyond the Student's control, provided that the Student can demonstrate with evidence that such circumstances:

        i. have had a substantially negative affect on the Student's ability to participate in or study for the relevant Unit during the relevant Study Period;

        ii. such circumstances were not reasonably foreseeable before the relevant Study Period began; and

        iii. where a Learning and Assessment Plan is in place, that such circumstances fall outside or, or are a substantial deviation from the content of, the Learning and Assessment Plan.

4.37 The existence of any of the circumstances in Clause 4.37 does not in itself mean that a Formal Review of Academic Progression Status will be successful, or that a Student will be allowed to repeat a Unit where this is not permitted by Policy or Procedure.

4.38   A Student may not request an Academic Progression Status Formal Review on any of the following grounds:

   a)   results received by the Student, or by other Students, in Units completed at the College; or

   b)   the effect that an Outcome imposed for Academic Misconduct or Academic Breach may have had on their Academic Progression Status.

4.39   A request for a Formal Review of Academic Progression Status must be lodged within thirty (30) Calendar Days of the written notification by Student and Academic Services.

4.40   Where a Student wishes to lodge a request for a Formal Review outside of the periods described in Clause 4.40, the Student must include reasons and sufficient evidence as to why their request should be considered out- of-time. The Academic Director may in their absolute discretion, either in Exceptional Circumstances or where delay has been caused by the College, approve for review a request submitted outside of this period.

4.41   A request that does not use the Prescribed Process, is incomplete or inadequate, does not provide relevant evidence, or seeks an outcome that is not permissible under these Procedures, will be returned to the Student, providing reasons for the rejection and notifying the Student that they may resubmit the request within a further seven (7) Calendar Days.

4.42   Once accepted or resubmitted, the request will be referred to the Academic Director/ Associate Principal . A Formal Review will be conducted and determined by the Academic Director. If the Academic Director has a Conflict of Interest, they will refer the request to an Academic Program Coordinator who is not conflicted.

4.43   In conducting the review, the Academic Director / Associate Principal may, but is not obliged to:

   a)   Consult with any relevant Staff member; and

   b)   Seek advice from relevant subject matter experts within the College, provided such experts do not have a Conflict of Interest.

4.44   Within fourteen (14) Calendar Days of the Student's request for a Formal Review:

   a)   the Academic Director / Associate Principal :

   - will determine if there exists a basis for a review of the Academic Progression Status;

   - may nominate an alternative qualified person (which may be themselves) to conduct or participate in a review or recommend an adjustment to the Result/Grade; and

   - will determine (with reasons) whether the Academic Progression Status should be confirmed or changed, and what other actions (if any) are to be taken (a different Intervention Strategy implemented); and

   b)   the College will notify the Student in writing of the Formal Review outcome including reasons for any decision made and will record this notification in its Student Management System(s).

4.45   Students may Appeal to the Student Appeals Committee a decision on their Academic Progression Status reached in a Formal Review, as per the *Student Appeals Policy*.

5. RELATED DOCUMENTS

5.1   These Procedures support the *Academic Progression Policy.*

5.2   Other documents which are relevant to the operation of these Procedures are as follows:

> *Admissions Policy*
> *Academic Integrity Policy*
> *ELICOS Progression Procedures*
> *Credit and Recognition of Prior Learning (RPL) Policy*
> *Enrolment Policy*

6. CONTACT INFORMATION:

For queries relating to this document please contact:

PROCEDURES OWNER	Academic Director / Associate Principal
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
TELEPHONE:	
EMAIL ADDRESS:	

7. APPROVAL HISTORY

For queries relating to this document please contact:

PROCEDURES APPROVED BY:	Academic Director / Associate Principal
DATE PROCEDURES FIRST APPROVED:	New
DATE LAST MODIFIED:	June 2022
REVISION HISTORY:	August 2021. Adoption of a principle-based approach to policy and a colour system for Academic Progression. Procedures title change from 'Progress and Graduation Procedures'.
NEXT REVISION DUE:	August 2023