

## 5.6.2 Academic Review Panel

### Operating Policy and Procedures

#### 1. **Policy**

It is the policy of the Navitas College of Public Safety that an Academic Review Panel is established and convened at appropriate times to make decisions in cases of continued unsatisfactory progress in the Higher Education courses in a timely, fair and equitable manner.

#### 2. **Purpose**

The purpose of this policy is to ensure that:

- recommendations from the Board of Examiners are acted upon appropriately;
- decisions are made in other cases of unsatisfactory progress in the courses;
- students are given an opportunity to make representations to the Panel prior to its deliberations; and
- students are notified of the decisions of the Panel.

#### 3 **Responsibility**

The Dean of Studies is responsible for compliance with this procedure.

#### 4. **Guidelines**

##### 4.1 **Membership**

The Academic Review Panel comprises:

- the Higher Education Program Director;
- the Dean of Studies;
- the Higher Education Registrar; and
- at least two academic staff who teach in the higher education courses. The Higher Education Board will appoint the academic staff. If there is any potential for conflict of interest by any member of the Panel, an alternative member shall be appointed by the Program Director.

##### 4.2 **Meetings**

The Academic Review Panel will be convened at the request of the Dean of Studies when it is deemed necessary. This is usually at the end of the academic year, but also if required:

- following each Board of Examiners meeting which is held following the marking of all examinations and final assessments at the conclusion of each trimester; and
- in cases where a student appeals a Grading Review (refer to Policy 5.6.7 – *Grading Reviews*)

#### 4.3 **Purpose of the Meetings**

The purpose of the Academic Review Panel Meetings is to:

- review cases of students who have not met requirements regarding the submission of material, and this has resulted in failed subjects, particularly those students receiving at least two DNS (Did Not Sit) results in any academic year;
- consider recommendations made by the Board of Examiners regarding the academic standing of students who have not satisfactorily completed 50% or more of the subjects for which they have been enrolled in any academic year;
- deliberate on any other recommendations made by the Board of Examiners;
- consider the academic standing of students who have failed the same subject twice; and
- deliberate on appeals against Grading Reviews.

#### 4.4 **Determinations of the Academic Review Panel**

Determinations may include:

- exclusion (refer to Policy 5.4.24 – Exclusion). Exclusions based on academic performance are generally only implemented if there is sustained poor performance across at least two trimesters.
- permitting a student to continue in the course with certain provisos.
- reconsideration of Grading Reviews and return a different or the same result; in the case of a different result, the decision of the ARP overrides the Grading Review.

The Panel makes decisions and recommendations on a case by case basis, based on the documentary evidence available and in some cases after a preliminary hearing with the student, and pursuant to College Regulations and policies. The Academic Review Panel may conduct such inquiries as deemed necessary in the circumstances.

#### 4.5 **Responsibilities of Higher Education Registrar and Student Administration Officer**

It is the responsibility of the Student Administration Officer and Higher Education Registrar to:

- identify students whose cases need to be considered by the Academic Review Panel (unless already identified by the Board of Examiners);
- advise the Dean of Studies that a meeting should be convened;
- compile and prepare all necessary documentation for the meetings; and
- notify students in writing of Panel decisions and possible further action required.

### 5. **Procedures**

5.1 The Panel is convened as outlined in 4.2 above.

5.2 Students are advised in writing that the Panel will convene and:

5.2.1 That their Transcript of Results will be withheld until a deliberation has been made;

5.2.2 They are encouraged to make a written submission explaining the reasons for their unsatisfactory performance. Students must be given 7 days to prepare and tender their submission. If a student has previously submitted an Application for Special Consideration for the subject, based on the same set of circumstances, and this application has been considered by the Board of Examiners, and the student is willing for the Panel to consider

those circumstances, the student will not be required to make a further submission to the Panel

- 5.2.3 That they are required to attend a formal hearing of the Panel (if required).
- 5.3 The Panel is presented with all necessary documentation in order to deliberate and make its decisions.
- 5.4 The Panel considers all agenda items and makes appropriate decisions and recommendations. The ARP may determine:
  - 5.4.1 The student receives a Transcript of Results with a letter from the Registrar indicating that the student may continue in the course with certain conditions. Conditions that may be applied can include attendance, submission of all required work, repeat all failed subjects as first priority, etc.
  - 5.4.2 The student receives a Transcript of Results with a letter advising from the Registrar that the student must "show cause" as to why exclusion should not occur. The letter should require contact from the student within 10 days or the student will be excluded.  
Any letter must advise the student of their right of appeal against any decision and will provide details of how to appeal (Refer to Policy 5.6.10 Appeals).
- 5.5 The decisions of the Panel are communicated to students and other appropriate parties, including the Higher Education Board. Copies of all correspondence and Panel decisions are retained in the student files.
- 5.6 The Minutes of the ARP meeting are registered, a hard copy kept in Student Administration and presented to the Higher Education Board at its next meeting.

6. **Authority**

Authorized by the General Manager (Public Safety)

7. **Approval**

Approved by the Higher Education Board on 27 February 2004

(refer also to Policies 5.6.1 Unsatisfactory Academic Progress; 5.6.7 Grading Reviews; 5.6.9 Board of Examiners; 5.6.8 Students at Risk; 5.6.10 Appeals; and 5.4.24 Exclusion)

8. **Amendments**

Date	Modified by	Sections amended/added	Approved by HEB (if required)
17/12/06	Christine Ashton	References to semesters replaced with trimesters.	Minor change
22/05/09	Jodie Reeve	Logo changed & Program Director changed to General Manager.	Minor change
09/11/09	Christine Ashton	Change of name and logo	Minor change