

5.6.8 Student Progress

Operating Policy and Procedures

1. **Policy**

It is the policy of the Navitas College of Public Safety that student progress is monitored, recorded and assessed and students identified as 'at risk' of completion are academically counselled.

2. **Purpose**

The purpose of this policy is to outline the procedure for monitoring, recording and assessing course progress of domestic students.

3 **Responsibility**

The Dean of Studies and Higher Education Registrar are responsible for compliance with this policy.

4. **Guidelines**

At Risk Students

Students who receive either Fails (NN), DNS results or a combination of both on their end of trimester Transcripts for fifty percent (50%) or more of the subjects in which they have been enrolled in any trimester, or receive more than two DNS results in any academic year will be deemed to be "at risk" of failing to meet academic progress requirements, and details will be forwarded to the Board of Examiners.

The Board will recommend that the Dean of Studies and Registrar, or nominees, make inquiries into the circumstances and consider appropriate action. Students who are required to attend an 'at risk' meeting may be required to repeat SEP to ensure they have the academic foundations to move forward successfully.

Students are only deemed to be "at risk" once; if the NN or DNS results continue to be received, the case is referred to the Dean of Studies to consider options such as refusal to grant permission to re-enrol.

Continued Unsatisfactory Progress

Students who do not satisfactorily complete fifty percent (50%) or more of the subjects in which they have been enrolled in any year of study (by receiving NN or DNS results), and whom have previously been deemed a "student at risk" (irrespective of the year this occurred), OR have failed (NN) a core subject twice, will have their case considered by the Board of Examiners and referred to the Dean of Studies for deliberation.

5. **Procedures**

5.1 **At Risk Students**

- 5.1.1 At the conclusion of each trimester Student Administration provide the Board of Examiners with a list of students who have been identified 'at risk'.
- 5.1.2 The Board of Examiners makes a recommendation to the Dean of Studies and Registrar, or nominees as to the action required in relation to each student. Students who have been identified 'at risk' for the first time will normally need to meet with either the Academic Program Coordinator or Registrar (letter template NT512). This meeting is not a disciplinary meeting but a means to ascertain why the student has achieved the poor academic results, to discuss any issues or concerns the student has regarding their academic progress, to collaborate with the student on possible strategies to overcome future difficulties and to ensure the student's successful completion of the course. Students identified to be 'at risk ongoing' will be asked to attend a more formal meeting with the Dean of Studies and Registrar (letter template NT5014).
- 5.1.3 Those students required to meet with Academic Program Coordinator and/or Registrar to discuss their "at risk" status are notified of this and are required to organise a meeting time. The contents of the discussion are recorded and retained in the student's file.
- 5.1.4 'Ongoing Students at Risk' are notified to make an appointment with the Dean of Studies and Registrar to discuss their ongoing status in the course. Students are again provided with strategies and support service information to assist them with any difficulties that are impacting on their academic performance.

5.2 **Continued Unsatisfactory Progress – Academic Review**

- 5.2.1 After the Dean of Studies and Registrar have met with the student and there is continued unsatisfactory progress they may subsequently refer the case to the Academic Review Panel.
- 5.2.2 The student will not be required to meet with the Panel, although they may choose to do so, but they will be required to show cause in writing why they should be permitted to re-enrol (letter template NT5105).
- 5.2.3 Based on the Dean's recommendation, the Academic Review Panel may recommend that the student repeat the failed or DNS subjects before attempting any further subjects. Alternatively, the Panel may decide to refuse to permit the student to re-enrol. If a student receives two NN results in the same core subject, the Panel will automatically refuse to allow the student to re-enrol.

5.2.4 Any recommendation to exclude a student or not permit them to re-enrol will be ratified by the Higher Education Board before being implemented.

5.2.5 The student will be notified in writing of the Panel's decision and provided with the Complaints and Appeals policy for further action if they desire (letter template AT5016).

6. **Authority**

Authorised by the General Manager (Public Safety)

7. **Approval**

Approved by the Higher Education Board on 11th August 2009.

8. **Amendments (this needs to be complete each time the document is updated)**

Date	Modified by	Sections amended/added	Approved by HEB (if required)
10/11/09	Christine Ashton	Change of name and logo	Minor change
27/11/09	Jodie Reeve	Amended document references	Minor change

Flowchart - Unsatisfactory Academic Progress

