

## 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 (the Panel) is established and convened at appropriate times to make decisions in a timely, fair and equitable manner on cases of continued unsatisfactory progress in Higher Education courses.

#### 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 Higher Education courses;
- students are given an opportunity to make representations to the Academic Review Panel prior to its deliberations and decisions; and
- students are notified of the decisions of the Panel.

#### 3. **Responsibility**

The Dean/Head of College is responsible for compliance with this procedure.

#### 4. **Guidelines**

##### 4.1 **Membership**

The Academic Review Panel comprises:

- the Dean/Head of College;
- the Manager of Study Programs;
- the Professional Educator - Academic Learning Skills Support; and
- at least two professional educators who teach in the higher education courses—as nominated by the Dean/Head of College.

##### 4.2 **Meetings**

The Academic Review Panel will convene at the end of each academic year. In addition, a meeting will be held as/when required:

- to review any recommendations made by any Board of Examiners meeting; and
- in cases where a student appeals a Grading Review.

##### 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 per cent 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. Exclusions based on academic performance are generally only implemented if there is sustained poor performance across at least two trimesters. Any exclusion requires the Academic Council's ratification.
- permitting a student to continue in the course with certain provisos or conditions;
- reconsideration of Grading Reviews and return a different or the same result; in the case of a different result, the decision of the Academic Review Panel overrides the Grading Review.

The Academic Review 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 Panel may conduct such inquiries as deemed necessary in the circumstances.

The Academic Review Panel will report all of its determinations related to students' academic progress, or lack thereof, to the next available meeting of the Academic Council.

#### 4.5 **Responsibilities of Manager of Study Programs and the Professional Educator - Academic Learning Skills Support**

It is the responsibility of the Manager of Study Programs and the Professional Educator - Academic Learning Skills Support 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/Head of College that a meeting of the Academic Review Panel should be convened;
- compile and prepare all necessary documentation for any meeting of the Academic Review Panel; 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 Each student is to be advised in writing that:

5.2.1 1) the Panel will convene and that their Transcript of Results will be withheld until a deliberation has been made;

5.2.2 2) he/she is encouraged to make a written submission that explains the reasons for their unsatisfactory performance.

Each student must be given seven days to prepare and tender any 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 3) if necessary, a student may be required to attend a formal hearing of the Panel.

5.3 The Academic Review 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 Panel may determine that:

5.4.1 The student receives a Transcript of Results with a letter from the Manager of Study Programs indicating that the student may continue in the course with certain conditions. Conditions that may be applied can relate to attendance, submission of all required work, a repeat all failed subjects as a first priority, etc.

- 5.4.2 The student receives a Transcript of Results with a letter from the Manager of Study Programs indicating that the student must “show cause” as to why exclusion should not occur. The letter should require contact from the student within ten days or the student will be excluded.

Any letter must advise the student of their right of appeal against any decision and provide details of how he/she can appeal.

- 5.5 The decisions of the Academic Review Panel are communicated to students and other appropriate parties, including the Academic Council. Copies of all correspondence and Panel decisions are retained in the student files.
- 5.6 The Minutes of the Academic Review Panel meeting are registered, a hard copy kept in Student Administration and presented to the Academic Council at its next meeting.

6. **Authority**

Authorised by the Dean/Head of College

7. **Approval**

Approved by the Academic Council on 21 June 2011.

8. **Amendments**

Date	Modified by	Sections amended/added	Approved by AC (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
21/07/11	Christopher Snedden	Update re terminology and relationship with Academic Council	Minor change