

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/Head of College and the Manager of Study Programs 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 students who receive more than two DNS results in any academic year, will be deemed to be 'at risk' of failing to meet academic progress requirements. Their details will be forwarded to the Board of Examiners.

The Board will recommend that the Dean/Head of College or the Manager of Study Programs, or their 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 the Skills Enhancement Program to ensure that they have the academic foundations to move forward successfully.

Students are only deemed to be 'at risk' once. If a student continues to receive NN or DNS results, the case is referred to the Dean/Head of College 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 who have previously been deemed a 'student at risk' (irrespective of the year this occurred) or who have failed (NN) a core subject twice will have their case considered by the Board of Examiners and referred to the Dean/Head of College 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/Head of College and the Manager of Study Programs, or their 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 the Professional Educator - Academic Learning Skills Support. This meeting is not a disciplinary meeting. Rather, it is a means to ascertain why the student has achieved poor academic results, to discuss any issues or concerns that 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/Head of College.

5.1.3 Those students required to meet with the Professional Educator - Academic Learning Skills Support 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/Head of College and the Manager of Study Programs 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 If, after the Dean/Head of College and the Manager of Study Programs have met with the student, there is continued unsatisfactory progress, they may subsequently refer the student to the Academic Review Panel.

5.2.2 The student will not be required to meet with the Academic Review Panel, although he/she may choose to do so. However, the student will be required to show cause in writing why they should be permitted to re-enrol.

5.2.3 Based on the recommendation of the Dean/Head of College, 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 in the course, or to impose stipulated conditions on a student's re-enrolment and/or continuation in the course.

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 Before being implemented, the next available meeting of the Academic Council should ratify any recommendation to exclude a student or to not permit him/her to re-enrol.

5.2.5 The student will be notified in writing of the Academic Review Panel's decision and informed about the Complaints and Appeals policy for further action if he/she desires.

6. Authority

Authorised by the Dean/Head of College

7. Approval

Approved by the Academic Council on 21 July 2011

8. Amendments

| Date | Modified by | Sections amended/added | Approved by AC |
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| 10/11/09 | Christine Ashton | Change of name and logo | Minor change |
| 27/11/09 | Jodie Reeve | Amended document references | Minor change |
| 20/07/11 | Christopher Snedden | Updated terminology | Minor change |