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## ACADEMIC REVIEW OF STUDENT PROGRESS IN HIGHER EDUCATION COURSES

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### Preamble

The ACD through its Examination Committee will regularly review the academic progress of students enrolled in its higher education courses in order to identify those students whose progress is unsatisfactory. When unsatisfactory progress is identified, the first course of action will be to provide academic counselling by an academic adviser in order to identify any difficulties the student may be experiencing and try to remedy these difficulties. This document defines unsatisfactory progress and identifies the formal procedures in relation to it.

### Legislation/Standards

Higher Education Support Act 2003 and Higher Education Provider Guidelines

South Australian Training and Skills Development Act (2008) and Guidelines for Higher Education Accreditation and Registration

### Delegations

The ACD Board has delegated to its Examination Committee responsibility for the review of academic progress in its higher education courses of study.

### Approvals

This document was approved by the ACD Board/ACD President on 15 November 2004, amendments approved on 23 October 2007 and updated on 24 January 2011.

### Associated Documents

*Student Appeals Against Academic Review Decisions*

### Provisions

1. The Examination Committee shall conduct a review of academic progress at least once a year for all Higher Education courses, and may conduct reviews more frequently where appropriate.
2. A student is deemed to be making unsatisfactory progress if that student:
  - Fails to complete satisfactorily units, the credit points of which total one half of the total number of credit points for all units in which the student has enrolled during a semester; or
  - Fails a unit the second time; or
  - Is deemed to perform unsatisfactorily in a unit requiring a field or clinical placement and further enrolment in the unit is considered inappropriate; or
  - Has been admitted on a provisional basis and fails to meet the conditions of that admission.
3. The following actions may be taken when a student is deemed not to be making satisfactory progress:  
*No formal action:* the student will normally be advised to seek counseling;  
*Provisional enrolment:* the student will be required to complete prescribed units in a stated period or to take leave from the course for a specified period as a precondition for continuing in the course for which the student is enrolled;  
*Preclusion from a unit:* where a student has failed a unit at least twice, the student will be advised that re-enrolment in that unit will not be approved for at least one semester from the date of preclusion;  
*Preclusion from a course:* the student will be advised that enrolment in the course will be cancelled and that re-admission to the course will not be considered for two years. (Re-admission to the course after preclusion will be through the normal admissions procedures.)
4. When the Examination Committee decides to take no formal action a college academic adviser may ask the student to meet for academic counselling if appropriate. The adviser will determine whether further support is needed and arrange access to that support. Support may include additional tutoring, study skills, counselling, mentoring or other appropriate assistance. The adviser may also determine whether a reduction in study load in the following semester may be appropriate to the student's needs.
5. Students deemed by the Examination Committee to be making unsatisfactory progress will be notified in writing of the action decided upon, and will be informed that they may submit an objection in writing to the Examination Committee regarding its decision within twenty working days. Students may also elect to attend a meeting of the Examination Committee to present their case. Students may also nominate a student representative of the ACD General Board or any staff member or student to act on their behalf.
6. Should the committee reaffirm its decision subsequent to the student's objection, the student will be advised of this in writing, together with the circumstances under which an appeal against the decision may be lodged in accordance with the policy *Student Appeals Against Academic Review Decisions*.