

## **ADELAIDE COLLEGE OF DIVINITY INC**

### **Academic Review of Student Progress in the Bachelor of Ministry and Master of Ministry**

#### **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 ACD's first course of action will be to provide academic counseling from the student's ACD college 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 Provider Guidelines

Education Services for Overseas Students Act (ESOS Act) 2000

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

#### **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.

#### **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 the Bachelor of Ministry and Master of Ministry 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 topics, the units of which total one half of the total number of units for all topics in which the student has enrolled during a semester; or
  - Fails a topic the second time; or
  - Is deemed to perform unsatisfactorily in a topic requiring a field or clinical placement and further enrolment in the topic 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 topics 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 topic:* where a student has failed a topic at least twice, the student will be advised that re-enrolment in that topic 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. 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, by a given date. 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.
5. 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. See *Student Appeals Against Academic Review Decisions*.