

Students at Risk and Unsatisfactory Progress Policy

Version number	4
Approved by	Corporate Governance Board; Academic Board
Date of approval	29/07/2020

Purpose

Sydney Institute of Higher Education (SI) admits students into coursework programs with every intention and expectation that students will complete their degree and graduate. Where, during the program of study a student is at risk of failing to make satisfactory progress through the program, SI has a range of measures in place to support students as much as possible in completing their program, this includes having strategies for identifying and supporting students who are at risk of unsatisfactory progression.

This *Students at Risk and Unsatisfactory Progress Policy* describes the scenarios in which students are identified as ‘at risk of making unsatisfactory progress’ and ‘making unsatisfactory progress’, and the actions SI will take in response to each situation.

This policy should be read in conjunction with the *Monitoring Academic Progress Policy* and *Procedures for Monitoring Program Progress of International Students*.

Scope

This *Students at Risk and Unsatisfactory Progress Policy* applies to all staff and students involved in learning, teaching, and student support at SI.

Principles

SI must comply with relevant legal and regulatory frameworks governing the delivery of education to international students, in particular, the *Education Services for Overseas Students Act 2000* (ESOS Act).

SI acknowledges that changes to international student enrolments that may occur as a result of unsatisfactory progress can affect the validity of the student’s visa status, and thus SI has a responsibility to notify the Australian Government of such changes through the mechanism established under the *ESOS Act*.

In order to make satisfactory progress through their program, students must:

- Complete hurdle requirements
- Meet program attendance requirements
- Pass subjects with a minimum of 50% passing grades

- Pass subjects to gain more than 50% of their credit points for each semester of study
- Complete their program of study within the specified time limit.

SI recognises that, due to a range of external factors, students belonging to underrepresented and/or disadvantaged groups may require additional support to ensure their academic success. This may include the following:

- Aboriginal and Torres Strait Islander students
- Students who are part or full-time carers
- Students with disabilities
- Students experiencing mental or physical health concerns or are victims of domestic violence
- Mature-age students
- Students who are single parents
- International students
- Students for whom English is a second language.

Procedures

This policy applies to all

1. students enrolled in an award program.
2. students enrolled in a non-award program or unit

Triggers for identifying students who are not meeting academic progression requirements

Early intervention

Students are identified as requiring 'early intervention' if:

- They show signs of failing a unit due to poor achievement in interim assessment tasks
- The student's attendance record was unsatisfactory
- Students may be identified more than once under this stage.

Students at risk

Students are identified as 'at risk' if:

- They have failed more than 50% of their units for one semester of study
- They fail a compulsory core unit.
- The student has failed twice to pass the same unit of study or a previous version of the unit of study.
- The student's GPA in the semester was below 2.0
- The student is unable to complete their award course within the maximum time limit, while carrying a normal (or lesser than normal) student load

Unsatisfactory progress

Student progress is deemed unsatisfactory if:

- They have been issued a warning after being identified as ‘at risk’ and
- They fail a core subject in a subsequent semester
- They fail 50% of their available units in a subsequent semester
- They fail the same subject three times
- They have exceeded the maximum length of enrolment.

Changes to the enrolment of international students

If the above process results in a change to the enrolment of an international student, SI must notify the appropriate agency of the Commonwealth Government as outlined in the *Monitoring Academic Progress Policy* and *Procedures for Monitoring Program Progress of International Students*.

Continual improvement

Where possible, SI is committed to addressing the underlying causes of students reaching “at risk of unsatisfactory progress” status, as well as students reaching ‘unsatisfactory progress’ status. This may include recommending changes to student support services admission policies, or relevant programs.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Student Administration Coordinator.

The *Academic Board* will review all periodic reports from relevant committees and staff members, in accordance with the *Compliance Calendar*.

Additionally, the *Academic Board*, in accordance with the *Compliance Calendar*, will review all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct on an ongoing basis. This will include a consideration of the number and type of open cases of the student at risk notifications and unsatisfactory progress notifications.

Based on these monitoring activities, the *Academic Board*, in accordance with the *Compliance Calendar*, must provide a report to the *Corporate Governance Board* and ensure that findings are taken into account in planning, quality assurance and improvement processes.

Definitions

Academic Board: the SI governing body responsible for academic oversight, including SI learning and teaching environment and practices, program development and approval, workforce planning, research and scholarship, and academic policies and procedures. The Academic Board advises the Corporate Governance Board on academic matters.

Appeal: the process through which a student can dispute a decision made by SI.

At risk student: A student who is identified as being at risk of failing a subject and therefore at risk of satisfactory progress through a program of study. A student is identified as at risk if they fail a core or compulsory subject, or fail 50% or more of the credit points in a study period.

Credit points: Points gained for each subject a student passes as they progress through the program. The student must gain a specified number of credit points in order to graduate.

Education Services for Overseas Student Act 2000 (ESOS Act): Australian federal legislation establishing legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa.

Hurdle requirement: A task that all students must complete in order to pass the subject for which it is set.

International student: An individual enrolled in a course who has been granted a student visa by the Department of Home Affairs to study full-time in Australia.

Review Schedule

This policy will be reviewed by the Academic Board every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	4/09/2017		
2	Corporate Governance Board	16/10/2017		
3	Academic Board	25/10/2017		25/10/2020
4	Corporate Governance Board	05/02/2018		
5	Corporate Governance Board, Academic Board	29/07/2020	Minor revisions to comply with Standard 8 of National Code 2018	29/07/2020

▲ Related Documents

↗ Academic Language and Learning Support Policy
↗ Student Complaints and Appeals Policy

End of document: "Students at Risk and Unsatisfactory Progress Policy"

Document ID: 8674, Revision No : (10), Created : January 6, 2020 2:11 pm, By : Aleisha Zhao, Last updated : July 27, 2020 2:16 pm, Updated by : ruth, Reviewed & Approved by : Nigel, On : January 1, 1970, Next Review by : Nigel, Review Scheduled For : January 1, 1970

Produced & Printed : Thursday 10th of September 2020 03:22:51 AM "Sydney Institute of Higher Education ABN 49 618 742 813 TEQSA PRV14323 CRICOS 03866C"