

	Academic Progression POLICY AND PROCEDURES
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1. Introduction

At Campion, the pursuit of academic excellence by Faculty and students is a primary focus. The educational philosophy at Campion emphasises optimising potential, by means of small class sizes and a focus upon the development of the individual. The formation of the whole person across academic, spiritual and student life activities is an important element of the Campion experience. Accordingly, the identification and support of students at risk of not progressing through their studies is important to the College.

Campion College is committed to early identification and support of students at risk of not meeting academic progression requirements.

The College supports students to meet academic progression requirements by:

- regularly and effectively advising students of academic progression requirements;
- identifying students either not or at risk of not meeting academic progression requirements;
- alerting students that they are either not or at risk of not meeting academic progression requirements;
- providing assistance to address issues affecting progression; and
- tracking the progress of students after they are identified as either not or at risk of not meeting academic progression requirements.

2. Procedures

The primary mechanism for the identification of ‘at risk’ students is through the progression statuses of ‘referral’ and ‘probation’. While this is the primary mechanism and relates to academic support, it is noted that other factors may be the source of,

or exist in addition to, behaviours or learning difficulties that result in identification of a student as being 'at risk'. In line with the College's aim for the formation of the whole person, strategies to support students in other areas need to be considered.

The regulations relating to the 'referral' and 'probation' progression statuses are formally contained within the Student Rules:

2.1 Excerpts from the Student Rules (Part 6)

38. Requirement to perform satisfactorily in course

A student undertaking an award course must maintain a satisfactory level of academic performance in accordance with the Student Rules included in this Part (Part 6).

39. Referral Progression Status

- (a) A student may be placed on a progression status of 'referral' by either the Dean of Studies or the Board of Examiners if concerns arise regarding their progress.
- (b) A student may be placed on referral by the Dean of Studies at any stage during a semester.
- (c) Students placed on referral will be required to meet with the Dean of Studies and/or the Vice-Dean to discuss their progress, identify problems, plan for improving results, and seek approval for future enrolment. They may also be required to attend the Learning Centre for an agreed period and/or program.
- (d) Referral status expires at the end of the semester.
- (e) Referral status is not linked to the determination of probation or exclusion status.

40. Probationary enrolment

40.1. The Registrar must place a student undertaking an award course on a progression status of probationary enrolment if the student –

- (a) Passes less than 50% of the credit points which the student has attempted within the prescribed period as defined in 40.3; or
- (b) Fail the same subject, or its equivalent, two times.

40.2. The Registrar determines the students to be placed on probationary enrolment at the prescribed period as defined in 40.3.

40.3. The Registrar must notify a student in writing of the decision to place the student on probationary enrolment. The prescribed period for assessing unsatisfactory academic performance is:

- (a) Every semester for students enrolled in at least the minimum fulltime load for a semester.
- (b) Every two semesters for a student enrolled in less than the minimum full time load for a semester.

41. Conditions of probationary enrolment

41.1. A student is placed on probationary enrolment for 12 months.

41.2. While on probationary enrolment, a student must –

- (a) consult the Dean of Studies about their enrolment program; and
- (b) if the Dean of Studies specifies an enrolment program, submit the enrolment program as specified.

2.2 Guidance for Determining ‘Referral’ Status

The use of ‘probation’ as a progression status is defined through the mechanisms contained within the Student Rules, as indicated above. The use of the ‘referral’ student status is not directly linked to subject outcomes and is therefore less formal, allowing flexibility to identify students who may be at risk of not meeting academic requirements and providing a mechanism for early intervention. ‘Referral’ should be seen as a way to support and optimise a student’s performance rather than a punitive process.

The following are examples of triggers for the Dean of Studies or the Board of Examiners to consider placing a student on a progression status of ‘referral’:

- unsatisfactory attendance, or poor attendance patterns
- a history of late submission of assessment items
- low level of participation in class
- receiving a fail grade in 50 percent of the credit points for a semester
- a pattern of failing grades across semesters that are insufficient to trigger probationary status
- entry to the degree through Miscellaneous Studies
- advice from a member of the Faculty regarding concerns for a student

- advice from the Student Wellbeing Team regarding concerns for a student

Note that support mechanisms such as the Learning Centre can be recommended to students without them being placed on 'referral' status.

2.3 Supporting 'At Risk' Students

Students identified as 'at risk' and placed on either 'referral or 'probation' progression status may be supported through:

- Provision of information regarding academic progression requirements
- Periodic meetings to discuss progress and issues affecting performance with the Dean of Studies and/or Associate Dean
- The services of the Learning Centre, including study skills and the 'Staying on Track' program.
- Spiritual counselling provided by the Chaplaincy Team
- Referral to medical practitioners
- Referral to formal counsellors

Students who are referred to the learning centre have an obligation to attend regularly sessions with the Learning Skills Advisor. A *Monthly Academic Progress Report* (sample in attachment) will be completed by the Learning Skills Advisor and sent to the Dean's Office. The Report will be stored in the Student's Personal File.



Monthly Student Progress Report

STUDENT DETAILS

Family Name:			
Given Name(s):			
Student Number:		Enrolment Status:	
Course:			
Student Email:			@student.campion.edu.au

LEARNING SKILLS DETAILS

Learning Skills Advisor's Name:	
Academic Mentor's Name:	
Period:	
Date of Submission:	

ASSESSMENT

Is the student enrolled in STU101?	
Has the student attended the Learning Centre regularly?	
Which learning issues are being addressed?	
Has the student made any visible progress? If not, why?	
Which areas need to be paid attention to?	
Has the student raised/discussed any specific issues concerning his/her learning abilities?	
Which is/are the subject(s) the student finds challenging? Why?	

