

## Policy Title

Academic Progress and Intervention Diplomas Policy

## Purpose

To outline the process for identifying, contacting and assisting students who are 'at risk' of not making satisfactory course progress.

## Scope

This policy applies to all Monash College Diplomas' students at Melbourne campuses.

## Policy Statement

This policy specifies how students 'at risk' of unsatisfactory course progress are managed.

Students will be assessed as **at risk** of making unsatisfactory course progress if they:

- Fail one unit for the first time in any trimester (Early Warning), or
- Fail two or more units in any trimester (Academic Review Panel).

Students will be referred to the Academic Progress Committee (APC) if they meet any of the following triggers:

- Failure of the same unit twice, or
- Failure of 50% or more of the enrolled units over two or more trimesters, or
- Failure to comply with the enrolment conditions imposed previously by the APC.

The APC is responsible for assessing if a student is making unsatisfactory course progress. Students identified by the APC as making unsatisfactory course progress will be excluded from Monash College and reported to the Department of Home Affairs.

The following interventions are used to support students to achieve satisfactory course progress. For each stage students are recommended to attend an academic support meeting to help identify difficulties (academic or other) that are affecting their academic progress and inform or refer them to support services.

### Early Warning (EW)

Early Warning letters are sent to students who have failed one unit for the first time in any trimester.

### Academic Review Panel (ARP)

Unsatisfactory Academic Progress Warning letters are sent to students who have failed two or more units for the first time in a trimester.

Students must submit a Student Response Form (SRF) for the ARP to review and consider if conditions need to be applied.

### **Academic Progress Committee (APC)**

Notice of Referral (NOR) - Unsatisfactory Academic Progress letters are sent to students who have met any of the APC triggers over two or more trimesters (excluding intermission) and may be considered for exclusion.

Students are required to submit an SRF for the APC to review. The APC will consider if conditions need to be applied or if a hearing needs to be conducted prior to a decision being made.

### **Records Management**

The Academic Progress and Intervention Diplomas Policy is a Level 3 Business Unit Policy. The latest approved version of the policy will be stored on The Source and Monash College website.

The policy owner will maintain a record of issues relevant to the Policy for consideration at the time of review.

### **Legislation and Standards**

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Education Services for Overseas Students Act 2000

Higher Education Standards Framework (Threshold Standards) 2015

<b>Reference Policies and Supporting Documentation</b>	<p>Academic Progress and Intervention Diplomas Procedure          Application for Release Letter – International Student Form          Application to Underload – International Students          Application for Discontinuation of Studies at Monash College          Application for Intermission of Studies at Monash College          Course or Unit/s Variation Form</p>
<b>Responsibility for Implementation</b>	<p>Director, Diplomas          Deputy Director, Diplomas          Heads of Studies, Diplomas          Team Leader, Learning Consultants          Team Leaders, Diplomas          Academic Manager, Diplomas          Unit Leaders, Diplomas          Student Administration Team</p>
<b>Status</b>	<p>Revised</p>
<b>Key Stakeholders</b>	<p>Director, Diplomas          Deputy Director, Diplomas          Heads of Studies, Diplomas          Team Leaders, Diplomas          Academic Manager, Diplomas          Unit Leaders, Diplomas          Student Administration Team          Learning Consultants, Diplomas          Student Counsellor          Offshore Partners, Diplomas          Teachers, Diplomas          Students, Diplomas</p>
<b>Approval Body</b>	<p>Monash College Board of Studies</p>
<b>Date Effective</b>	<p>10/02/2020</p>
<b>Next Review Date</b>	<p>10/02/2023</p>

<b>Policy Owner Job Title</b>	Director, Diplomas
<b>Policy Author</b>	Education Process Improvement Analyst, Diplomas
<b>Contact</b>	Education Process Improvement Analyst, Diplomas
<b>Policy Level</b>	Level 3

## Definitions

<b>Academic Review Panel (ARP)</b>	The panel reviews the academic performance of students who have failed two or more units for the first time in a trimester.
<b>Academic Progress Committee (APC)</b>	The committee reviews the academic performance of students who have met the APC triggers over two or more trimesters
<b>Early Warning (EW)</b>	A letter sent to students who have failed one unit for the first time in any trimester.
<b>Student Response Form (SRF)</b>	A form students complete to explain their academic performance to either the ARP or APC.

## Implementation plan

<b>Step #1</b>	Upload to The Source
<b>Step #2</b>	Upload to Monash College 'Our Policies' page
<b>Step #3</b>	Inform relevant stakeholders of key changes via email

## Change history

<b>Version number</b>	<b>Approval date</b>	<b>Approved by</b>	<b>Brief outline of changes</b>
1.0	10 December 2009	Monash College Board of Studies	Reference to Standard 10 of the National Code included.
2.0	15 November 2016	Monash College Board of Studies	Change the policy title from Intervention Strategy Diplomas Policy to Academic Progress Diplomas Policy. Update the policy statement to clearly outline the process to identify students at risk of making unsatisfactory progress and the different intervention strategies in place to support students.
2.1	4 January 2018	N/A	Minor amendment – change Department of Immigration and Border Protection (DIBP) to Department of Home Affairs.
2.2	4 June 2019	Governance	Hyperlinks removed; legislation references updated.
3.0	10 February 2020	Director, Diplomas	Document reviewed. Role titles updated. No other changes made.