WCCN Student at risk policy

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Author	Position	Signature	Date
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Approved by	Position	Signature	Date
College Senate	Head of Academia		2018/05/04

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/12	Re-branding	Dr T M Bock

SENATE PREAMBLE
This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.

1. **INTRODUCTION**

   This policy provides a framework to support student to be successful in a supportive teaching and learning environment. It sets out processes for routine monitoring and identification of students at academic risk, and how interventions will support students to succeed.

2. **Policy statement and objectives**

   All statements contained in this policy document also apply to the communications department of the WCCN. This policy applies to all stakeholders of the WCCN academic environment. Implementation of this policy will ensure that students achieve satisfactory academic progress.

   WCCN is committed to:
   - Identifying students at risk of unsatisfactory progress as soon as possible
   - Regularly advising students of academic progression requirements
   - Monitoring student progress so that intervention strategies can be initiated
   - Alerting students that they are not meeting academic progression requirements
   - Providing support to students to enable them to achieve academic outcomes and to progress through the programme to graduation

   Students are responsible to:

   - Undertake good study habits to achieve learning outcomes
   - Observe all learning outcome prerequisites and course rules to ensure that they have sufficient prior knowledge to complete outcomes
   - Attending classes and WIL
   - Make positive contributions to classes, simulation laboratory and all learning activities
   - Submit assessments by due dates
   - Notify academic staff and seek help if extenuating circumstances occur

3. **RELEVANT INSTITUTIONAL POLICIES**
   - Academic rules and regulations.
   - Admission Policy
   - Teaching and learning strategy
   - And all policies of the WCCN

4. **RULES AND PROCEDURES**

   4.1 Identification

   WCCN is committed to ensure that there are systems in place to ensure that students at academic risk are identified at all stages of their studies, including prior to their enrolment. Staff will monitor students at various stages
   - Prior to enrolment ensure students meet entry criteria and that their prior knowledge is sufficient to complete the course
   - At each assessment identify students who are achieving less than satisfactory results
   - At the end of each year and semester ensure that all course requirements are met

   4.2 Intervention

   WCCN will have intervention strategies if student is identified as being at risk. These interventions will be relevant to the issues identified to that effective and timely support can be offered.

   4.3 Support

   WCCN will provide support to students to enable satisfactory academic progression to complete the course of study. Students will be supported by:

- Assistance with language skills
- Assistance with computer literacy skills
- Study skills
- Personal counselling
- Health and wellness
- Informal meetings with academic staff

4.4 Counselling

Where students have been identified as students at academic risk, they will be offered counselling. Students will be advised on the available support available and reminded of the consequences of unsatisfactory progress.

4.5 Information

WCCN will ensure that information is made available to students in a variety of formats to ensure that students are aware of course requirements and what is expected to satisfactorily progress through the course.

5. MONITORING AND REPORTING

5.1 NBT testing

Students will be assessed to identify those students who will require additional support in terms of math and language skills. The NBT test is by no means used to exclude a person from the programme but rather to identify where any additional support is needed.

5.2 Monitoring of progress.

It is the responsibility of the subject co-ordinator and lecturers to monitor the progress of each student in the relevant subject. This will include the attendance of lectures, WIL and completion of assessments.

5.3 Criteria for identifying a student at risk

A student is deemed at risk of making unsatisfactory academic progress, additional to the pre-enrolment assessment, in a course if:

- They fail an assessment
- They fail a subject
- Fail an assessment more than once
- Grade point average falls below 60%
- Do not attend lectures regularly
- Do not attend WIL
- At risk of not completing the course in the minimum period of time

6. Notification of at-risk students

Students will be notified both verbally and in writing, as soon as they meet one of the risk criteria. The notification will advise that the student must communicate with the Subject HOD. The HOD will outline all the options available to the student. If a student continues to make unsatisfactory progress, they may be asked to show reason why they should not be excluded from the course.

7. Interventions

The following supports or intervention strategies will be considered on a case-by-case basis.

- Deferment of the subject or year
- Assistance with academic and learning skills

- Assistance with language skills
- Assistance with personal issues
- Mentoring by academic staff

8. **Academic governance meeting**

A student who has been identified as students at risk will have their results and performance reviewed by the academic governance body. The academic governance body will be notified of students at risk. A student at risk register must be kept, documents substantiating why a student is deemed to be a student at risk will be submitted to the academic governance body. The academic governance body may require that a student submit evidence in their support of their circumstances and any other evidence considered for the academic governance body in their review of the student at risk. The academic governance body will make a ruling and propose the outcome for the management of the student at risk as per section 7.

9. **Appeal**

Students excluded from a programme may appeal to the WCCN Senate for the review of the outcome of the academic governance body based on the same information as submitted to the academic governance body. No new information will be considered. (See the academic disciplinary and appeals policy)

Student at risk policy. Available on line at https://www.eit.edu.au/policies/Students_at_Risk_Policy.HE.pdf [accessed 15 February 2018]