



CHRISTIAN HERITAGE COLLEGE

## **POLICY: Review of Academic Progress for Domestic Students**

**Policy Group(s):** Group B: Academic – 1: Students (Ref: B1/0197.3-0807)

**Related Policy:** Academic Grievances  
Enrolment  
Grievance Policy and Procedure for Domestic Students  
Review of Enrolment Process for Domestic Students

**Commencement Date:** January 1997

**Review Date:** October 2013

### **POLICY STATEMENT**

#### **Intent:**

Christian Heritage College (CHC) desires to assist students to successfully complete their course work and maintain satisfactory course progress. The Review of Academic Progress (RAP) process is intended to assist all students who are identified as being 'at risk' of failing to maintain satisfactory course progress to identify issues in their personal or academic life which may be contributing to their academic results.

The RAP is therefore an intervention strategy which will assist domestic students who are at risk of failing to maintain satisfactory course progress to assess the issues which may be hindering their achievement and to address these. Progress can be hindered by a wide range of problems in areas such as study skills, background, cultural issues, ability, calling, motivation, commitment, self-discipline, finance, health, relationships, spiritual life, and so on.

The RAP will result in a personalised series of measures to meet the needs of individual students.

#### **Scope:**

This policy applies to all overseas students.

*Restrictions:* Domestic students

*Exclusions:* Overseas students (see the *Review of Academic Progress for Overseas Students* policy)

#### **Objectives:**

1. To bring a clear understanding of the RAP process for both academic staff and students.
2. To ensure the process is one which is both helpful for students and manageable for academic staff.

#### **Policy Provisions:**

##### **1. General**

- 1.1 Students who are identified as being at risk of failing to maintain satisfactory course progress are invited to engage in a Review of Academic Progress (RAP) process.
- 1.2 CHC defines students who are at risk of failing to maintain satisfactory course progress as those who fail two or more units within a semester or the same unit in subsequent semesters.

## 2. Review of Academic Progress (RAP) process

- 2.1 The RAP process is intended to identify issues affecting students' course progress and to negotiate a course of action to address these issues.
- 2.2 The RAP process is voluntary for domestic students.
- 2.3 A student may engage in the RAP with any member of academic staff of their choosing. This is subject to the availability of and agreement by that staff member.
- 2.4 A plan will be developed as a result of the RAP process for implementation in the following semester. Please see Appendix B for possible strategies which may constitute the *Action Plan*.

## 3. Timing of the RAP process

- 3.1 A RAP can occur at the end of any semester and usually takes the following semester to complete.
- 3.2 Students will be informed in writing of the invitation to engage in a RAP, and will be asked to contact their Course Coordinator within a defined timeframe.
- 3.3 If a student does not contact the Course Coordinator within the defined timeframe it will be considered they are not taking the opportunity to engage in the RAP.

## 4. Communication

- 4.1 Following the identification of students who are at risk of failing to maintain satisfactory progress as defined in 1.2 above, the Course Coordinator will inform the student of the invitation to participate in a Review of Academic Progress.
- 4.2 The Academic Registrar will be informed of the student required to undertake a RAP.
- 4.3 The student will be asked to nominate the academic staff member with whom they wish to undertake the process.
- 4.4 The Course Coordinator will establish the availability and willingness of the nominated staff member.
- 4.5 Should the nominated staff member be available, they will contact the student and arrange for an appointment within the first two weeks of the subsequent semester.
- 4.6 Should the nominated staff member not be available, the Course Coordinator may ask the student for a further nomination or undertake the process themselves. This will be dependent upon the timing of these matters.
- 4.7 The success of the process will be determined at the subsequent semester Examiners' Meeting and the Course Coordinator will inform the Academic Registrar of the outcome. The process is considered to be successful if the student does not fail two or more units in the subsequent semester or does not fail the same unit(s) as in the preceding semester.
- 4.8 If unsuccessful the student may be required to one of the following:
  - 4.8.1 If at the end of Semester 1 to engage in further RAP or at the Dean's discretion to attend a conference with the Dean; or
  - 4.8.2 If at the end of Semester 2 to engage in a Review of Enrolment Process (REP).
- 4.9 All communication and record of interviews must be maintained on the student's file.

## SUPPORTING PROCEDURES AND GUIDELINES

1. Student(s) who will benefit from the RAP process, that is, who have not maintained satisfactory course progress as defined in Policy Provisions 1.2 of this document, will be identified by the Course Coordinator at the Examiners' meeting at the end of each semester. The Academic Registrar will be notified.
2. The Course Coordinator will write to the student(s) and ask them to identify the staff member with whom they would be comfortable in partnering in the RAP process.
3. The Course Coordinator will contact the staff member and, if available, the staff member will subsequently contact the student to arrange a suitable time for the initial appointment. If not, the Course Coordinator will conduct the process.
4. During the initial appointment, the staff member will discuss with the student their results from the previous semester and encourage the student to identify possible factors that have contributed towards unsatisfactory course progress.
5. Pursuant to this discussion, an action plan will be developed by the student, in consultation with the staff member. This action plan is to be aimed towards overcoming the factors that have hindered academic performance in the past and developing improved study practices.
6. The *Action Plan* will be signed by both the student and the consulting staff member. The original will be retained by the staff member and the following copies should be forwarded to:
  - 6.1 the student;
  - 6.2 student administration for the student's file; and
  - 6.3 the Course Coordinator

The *Action Plan* should be finalised within 4 weeks of the start of the semester (Semester B on flow chart).

7. Subsequent appointments between the consulting lecturer and the student may be scheduled throughout Semester B at the discretion of the consulting staff member and student in order to track progress and adherence to the *Action Plan* and provide encouragement for the student. Records of interview at the subsequent appointments must be maintained and placed on the student's file.
8. The student's results will be monitored at the Examiners' Meeting at the end of Semester B to determine if the *Action Plan* has been successfully implemented. This will be determined on the basis of whether or not the student achieves satisfactory course progress.
9. Where a student's subsequent academic progress is identified as satisfactory no further action will be taken and the student will be allowed to enrol in Semester C.
10. Where a student's subsequent academic progress is identified as unsatisfactory, CHC will issue to the student a requirement to engage in a further RAP, attend a conference with the Dean or engage in a REP process.
11. A student has the right to access the appeal process at any stage. Students should consult the *Grievance Policy and Procedure for Domestic Students – Academic Grievances*.

## POLICY FURTHER INFORMATION

**Relevant Commonwealth/State  
Legislation** Nil

## ACCOUNTABILITIES

<b>Implementation:</b>	Academic Registrar
<b>Compliance:</b>	Academic Registrar
<b>Monitoring and Evaluation:</b>	Academic Registrar
<b>Development and Review:</b>	Academic Board
<b>Approval Authority:</b>	Academic Board
<b>Interpretation and Advice:</b>	Registry Office

## WHO SHOULD KNOW THIS POLICY?

Students

Academic Staff

Academic Administration Staff

## EFFECTIVENESS OF THIS POLICY

<b>Performance Indicators:</b>	<ul style="list-style-type: none"><li>• Number of students eligible for a RAP in relation to number of student who engage in a RAP</li><li>• Number of students not required to under a REP after a RAP</li></ul>
<b>Other:</b>	Appendix A Appendix B
<b>Definitions and Acronyms:</b>	CHC      Christian Heritage College RAP      Review of Academic Progress

## APPROVAL – section maintained by the Director of Quality and Standards

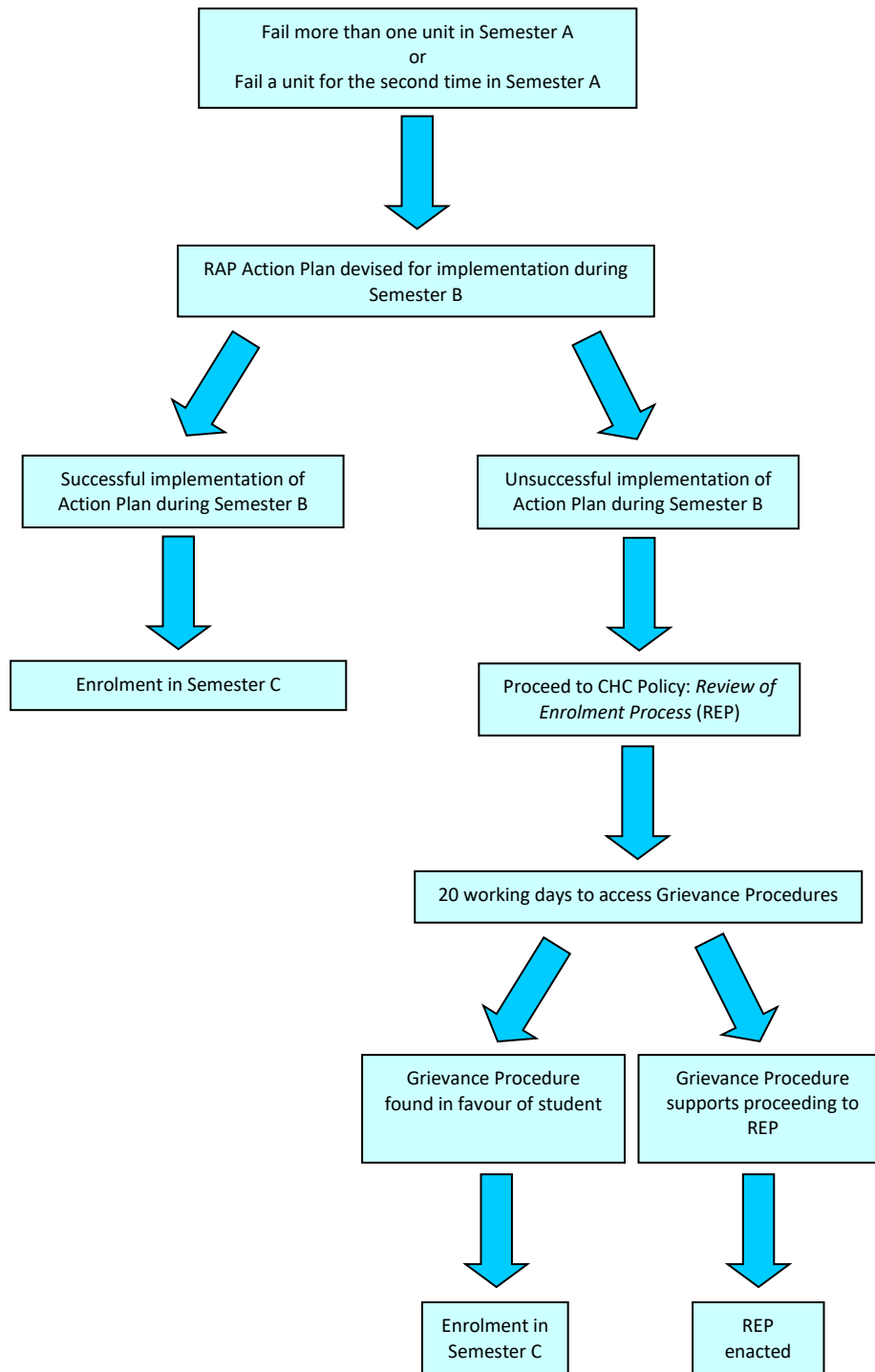
Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/0197.3	Yes	January 1997	Academic Board	

## REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/ Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
1106	Approved	18/11/2006	Academic Board	4.1
0807	Approved	09/08/2007	Academic Board	4.4

## Appendix A: CHC Domestic RAP Process

### CHC DOMESTIC RAP PROCESS



## Appendix B: Possible Strategies

Every student at CHC who is identified as being at risk of failing to maintain satisfactory course progress will receive individual case management through the negotiated *Action Plan*. Strategies which may constitute the *Action Plan* may include but are not limited to the following examples.

### *Strategy 1:*

A student may be required to complete an academic skills program.

### *Strategy 2:*

A student may be required to attend a study group such as *Study Support* or make an appointment with Academic Study Support (provides individual or small group support).

### *Strategy 3:*

A student may be required to attend counselling sessions to receive assistance with personal issues which are influencing progress.

### *Strategy 4:*

A student may be placed in a suitable alternative unit or transferred to a suitable alternative course of study.

### *Strategy 5:*

A reduction in study load for a period of at least one semester.

### *Strategy 6:*

Any combination of the above.