



POLICY: Review of Enrolment Process for Domestic Students

Policy Group(s)	Group B: Academic – 1: Students (Ref: B1/0197.3-1218)
Related Policy:	Enrolments Extensions Grievance Policy and Procedure for Domestic Students – Academic Grievances Review of Academic Progress for Domestic Students
Commencement Date:	January 1997
Review Date:	December 2018
Scheduled Review Date:	December 2023

POLICY STATEMENT

Intent:

Christian Heritage College (CHC) desires to assist students to successfully complete their course work and maintain satisfactory academic progress. Whilst this is CHC's priority there is also recognition that from time to time students fail to meet the requirements of satisfactory academic progress. This policy outlines the action CHC may take in relation to the enrolment of students who are not maintaining satisfactory academic progress.

Scope:

Restricted to: Domestic students

Excludes: Overseas students

Objectives:

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

Policy Provisions:

1. General

1.1. A Review of Enrolment Process (REP) is triggered in one of two ways:

- 1.1.1. A student who, having in their academic history at CHC been required to engage in a Review of Academic Progress (RAP) process, does not maintain satisfactory progress in a subsequent semester, fails 50% or more of the units in which they are enrolled in a semester, or the same unit in a subsequent semester.
- 1.1.2. A student who fails all of the units in which they are enrolled in a semester, or the same unit more than twice. This is classified as gross failure.

- 1.2. A REP has enrolment implications.
 - 1.2.1. A student's enrolment status is changed to 'suspended' pending the outcome of the initial consultation with the Dean of the relevant school.
 - 1.2.2. A student's enrolment status is returned to 'active' upon the successful negotiation of the Action Plan (see 2.2.1).
 - 1.2.3. Should the outcome of the REP be exclusion (see 2.2.2 and 2.2.3) a student's enrolment will be cancelled and the enrolment status changed to reflect this outcome.

2. Review of Enrolment Process (REP)

- 2.1. A REP is a compulsory process which requires a student to engage in an in-depth review of their studies with the Dean of the relevant school to ascertain their personal and professional strengths and weaknesses.
- 2.2. A REP has three possible outcomes:
 - 2.2.1. An Action Plan will be developed as a result of the REP process for implementation in the following semester to address the reasons for the gross failure.
 - 2.2.2. CHC can choose to exclude the student. The period of exclusion is determined by the relevant school Board of Studies upon the recommendation of the Dean and is to be no less than six months.
 - 2.2.3. Failure on the part of the student to engage or respond will result in automatic exclusion by CHC. The period of exclusion is determined by the relevant school Board of Studies upon the recommendation of the Dean and is to be no less than six months.

3. Timing

- 3.1. A REP cannot occur in the first semester of a student's enrolment, nor until after a Review of Academic Progress for Domestic Students has been completed.
- 3.2. Students who are identified as requiring a REP are to engage in an initial interview with the relevant Dean no later than Week 1 of their subsequent semester of enrolment.

SUPPORTING PROCEDURES AND GUIDELINES

1. Student requirements

- 1.1. Students who are required to engage in a REP will be identified at the Examiners' meeting. A suitable time for an initial appointment.
- 1.2. Should the student fail to respond to the Dean's request for an interview within the time frame specified by the Dean, the student will be automatically excluded by CHC. The Dean will make such recommendation to the relevant Board of Studies.
- 1.3. During the initial interview, the Dean will review with the student their academic history at CHC and encourage the student to identify personal and professional strengths and weaknesses that have impacted on academic performance to date.
- 1.4. Pursuant to this discussion, a detailed action plan will be developed by the student, in consultation with the Dean. This action plan is to be aimed towards developing improved study practices by identifying and overcoming personal and professional weaknesses that have hindered academic performance in the past.
- 1.5. The action plan will be signed by both the student and the Dean. The original will be retained by the Dean, with a copy to be taken for the student and another to be forwarded to the Course Coordinator. (Semester C on flow chart).

- 1.6. Subsequent appointments between the Dean and the student may be scheduled throughout Semester C, at the discretion of the Dean, in order to track adherence to the action plan and provide encouragement for the student.
- 1.7. Student results will be monitored at the Examiners' Meeting for Semester C to determine if the action plan has been successfully implemented. This will be determined on the basis of whether or not the student continues to satisfy the definition of 'gross failure' as defined in Policy Provisions 1.1.2 of this policy.
- 1.8. Where a student's academic progress in Semester C is identified as satisfactory no further action will be taken and the student's enrolment will continue.
- 1.9. Where a student's academic progress in Semester C is identified as unsatisfactory the Dean may recommend to the Board of Studies that the student be excluded from CHC.
- 1.10. The Dean will notify the Academic Registrar of the outcome.

POLICY FURTHER INFORMATION

Relevant Commonwealth/ State Legislation Higher Education Standards Framework (HESF 2015)

ACCOUNTABILITIES

Implementation:	Dean
Compliance:	Dean
Monitoring and Evaluation:	Director of Quality and Standards
Development and Review:	Academic Registrar
Approval Authority:	Academic Board
Interpretation and Advice:	Academic Registrar

WHO SHOULD KNOW THIS POLICY?

Academic Administration Staff
 Academic Staff
 Students

EFFECTIVENESS OF THIS POLICY

Performance Indicators:	<ul style="list-style-type: none"> • Number of students involved in a REP in relation to the number of students who have previously engaged in a RAP. • Number of students excluded.
Other	Appendix A
Definitions and Acronyms:	<p><i>CHC</i></p> <p>Christian Heritage College</p> <p><i>Dean</i></p> <p>The head of the School administering a course, includes the Executive Director, Millis Institute.</p>

RAP

Review of Academic Progress

REP

Review of Enrolment Process

School

The academic organisational units of CHC, includes the Millis Institute

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/0197.3	Approved	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	16 November 2006	Academic Board	4.1
0807	Approved	9 August 2007	Academic Board	4.4
1218	Approved	3 December 2018	Academic Board	5.1

Appendix A: CHC Domestic REP Process

CHC DOMESTIC REP PROCESS

