

STUDENT AT RISK POLICY

PURPOSE

This document sets out the policy for the identification and management of students who are at risk of non-completion of CG Spectrum Institute's (CGSI) accredited higher education courses. This policy is in accordance with the Higher Education Standards Framework, 2021 (HES) and the National Code of Practice for Providers of Education and Training to Overseas Students, 2018 (National Code).

SCOPE

This policy and the accompanying procedure are based on the premise that early engagement is a good indicator of later success. The policy is concerned with students who have a pattern of failure in, or non-completion of, the assessment components of their enrolled subjects, and those who are generally struggling academically and who need additional support.

DEFINITIONS

Satisfactory Academic Progress Standard means (for a full-time student) successful completion of five (5) units of study per year for postgraduate and for International students eight (8) subject of study per year, usually following the schedule of three trimesters in the first and second years and only two in the third year. For the purposes of meeting the Satisfactory Academic Progress standard, successful completion is attainment of grades

HD (Higher Distinction),
D (Distinction),
C (Credit), P (Pass), or
NGP (Non-graded Pass).

All other grades – F (Fail), NGF (Non-graded Fail), FNS (Fail – No Assessment Submitted), WF (Withdraw with Failure), AW (Withdraw without Failure),) and 'in-progress' (GP, SX), are incompletes and not counted as successful completion.

Minimum Academic Standards requirements mean:

- a student must pass 50% or more of the subjects attempted in a session;
- a student who attempts a subject more than once is required to pass at the second attempt.

Risk Indicators mean identifiable behaviours, particularly at key moments in the student life cycle, that provide the opportunity for effective intervention to enhance student engagement and improve academic performance. These can include but are not limited to:

- Early engagement risk indicators
 - Non-attendance at the on-campus or online orientation program;
 - Frequent lateness, regular absences and/or failure to log in during the first four (4) weeks of the course;
 - Students not asking questions or seeking assistance during class and not engaging with staff and other students during class activities, including online activities; or

- Poor English and writing skills at orientation.
- Early academic performance risk indicators
 - Non-submission of the first assessment task;
 - Fail or poor result on the first assessment task; or
 - Unsure of how to use the tools for Academic Integrity, such as software package (Turnitin) and Moodle (where the Academic Integrity module is located).
- Academic performance risk indicator
 - Students who do not maintain the Satisfactory Academic Progress Standard.
- Serious academic performance risk indicator:
 - Students who do not meet the Minimum Academic Standards.
- Other risk indicators
 - Changes in a student's attitude, behaviour, appearance or personal hygiene;
 - Changes in use of and engagement with the LMS and online tools;
 - Bullying or harassment of other students;
 - Signs of low self-esteem; or
 - Any other behaviours which give a staff member reason to be concerned about a student.

RESPONSIBILITIES

All staff are responsible for all students, and when they observe 'risk indicators', staff will refer those students to the Course Co-ordinator and / or the Academic Director.

The **Course Co-ordinator** is responsible for identifying students who have failed to meet minimum academic standards.

The **Academic Director** is responsible for:

- early engagement with students who are potentially at risk, and monitoring their engagement and performance;
- advising students who have failed to meet minimum academic standards and determining what additional support each student requires; and
- preparing a report for the Teaching and Learning Committee and Academic Board at the end of each session. The report will summarise the academic performance of each cohort, including those students who have been identified as 'at risk of non-completion' and 'at risk students'.

POLICY

1. CGSI values the privacy of every individual and is determined to protect the personal information of students.
2. Only those students who satisfy CGSI's admission requirements are enrolled in CGSI's accredited higher education courses.
3. CGSI's at risk students' management strategies are actively and transparently communicated to all students, commencing at the Orientation program and through the LMS.
4. All students are encouraged to discuss any academic issues with the Academic Director via email, phone or in person (including virtually).

5. The efficiency and effectiveness of academic intervention strategies and other elements of this policy and accompanying procedure are reviewed at the conclusion of each semester by the Teaching and Learning Committee. A report (including recommendations) will be prepared for the Academic Board.

APPEALS

A student may appeal against a decision made within the framework of this policy. Appeals must be made as outlined in the *Grievance Complaints and Appeals Policy and Procedure*.

RELATED

Students at Risk Procedure
 Academic Integrity Policy
 Academic Integrity Procedure
 Student Assessment Policy
 Student Assessment Procedure
 Student Progression Exclusion and Graduation Policy
 Student Progression Exclusion and Graduation Policy
 Student Welfare and Support Policy
 Student Welfare and Support Procedure
 Grievance Complaints and Appeals Policy
 Grievance Complaints and Appeals Policy

Version Control

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V2.0	CRICOS minor adjustments 24/06/2021	
V1.2	Minor edits and logo	