

# S4 - STUDENT AT RISK POLICY AND PROCEDURES

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## 1 PURPOSE

The purpose of this policy is to provide a framework for the identification of students at risk and to outline BBI – The Australian Institute of Theological Education (BBI-TAITE) intervention procedures.

## 2 BACKGROUND

BBI-TAITE is committed to supporting students at risk and proactively seeks to identify students who require additional support.

BBI-TAITE ensures that the assistance provided is respectful, timely, equitable, consistent and procedurally fair.

## 3 SCOPE

This policy applies to all students.

## 4 DEFINITIONS

N/A

## 5 POLICY

A student may be deemed at risk if they do not satisfy the academic program requirements or responsibilities under the Student Code of Conduct.

Specifically this relates to students who:

- Fail 50% or more of attempted units per semester;
- Have failed a core unit on their first attempt;
- Fail to submit unit assessments;
- Do not fulfil the study sequence as stipulated by the award or course requirements or negotiated with the Academic Dean;
- Display other academic and/or pastoral concerns which are affecting studies (ie. prolonged/regular extensions requests, plagiarism, financial hardship);
- Breach the Student Code of Conduct.

## 6 PROCEDURES

### Reporting concerns

Any staff member or student, who is concerned about the welfare of a student which may result from academic difficulty, adverse personal circumstances, mental health or other health issues should refer those concerns to the Academic Dean (for academic issues) or the Student Wellbeing and Engagement Officer.

### **Internal Monitoring**

- All new students at the commencement of their study will be notified of the range of academic and welfare services available at BBI-TAITE.
- Faculty and sessional academics will monitor assessment submission and grades throughout the semester and report any failures to submit assessments or fail grades to the Academic Dean.
- The Academic Dean will monitor award and course progression and prepare a report for the Academic Board each semester.

### **Initial Investigation**

Where a student at risk has been identified, the Academic Dean (or their nominee) will undertake the initial investigation. This includes reviewing the evidence, identifying avenues of support available and any organisational support already being accessed, and interviewing the student and/or the student's representative. In relation to pastoral concerns the student may be referred to the Student Wellbeing and Engagement Officer.

The Academic Dean or their nominee will determine either that the situation requires no further investigation or intervention or that the case will be referred to the Academic Board.

### **Recommendations**

The Academic Dean will provide a report to the Academic Board on a recommended Academic Progress Care Plan.

### **Academic Progress Care Plan**

A student who is identified as being at risk of failing a unit will be notified in writing by the Academic Dean that they are being placed on an Academic Progress Care Plan.

This is an 'early warning notice' that must contain:

- a warning that the student's academic progress is not satisfactory;
- the reason why their academic progress is not satisfactory;
- inform students to seek the appropriate academic, course and/or pastoral advice, and provide links to the online/personnel support systems (eg. study skills website, Academic Dean, Student Wellbeing and Engagement Officer).

At this point the student may be specifically advised:

- to meet with the Academic Dean to discuss their progress;
- to reduce their study load;
- to take a leave of absence;
- to get academic study skills and/or English language assistance;
- to improve attendance;
- to be placed in a suitable alternative unit or course of study;
- to be referred to counselling/pastoral sessions to receive assistance with personal issues that are influencing their progress;
- and/or a combination of the above.

The student is also warned that they will need to improve their award / course progression to a satisfactory level to maintain their candidature. For students currently on an Academic Progress Care Plan this requires successful completion of more than 50% of attempted units and other conditions stipulated in the Award / Course Progression Policy.

Failure to maintain satisfactory course progression may lead to the student being excluded from the award or course.

Students who are on an Academic Progress Care Plan are to have their academic progress reviewed at the subsequent semester/term Internal Monitoring of Grades. At this meeting students are to be identified as:

1. Successful Implementation: Student has made satisfactory award / course progress.
  - Student informed of their removal from the Academic Progress Care Plan
  - Student allowed to enrol as per normal.
2. Unsuccessful Implementation: Student deemed to be not maintaining satisfactory award / course progress (see Course Progression Policy) or has not met other requirements of the Academic Progress Care Plan:
  - Student to be excluded from award / course and not allowed to re-enrol. See 'Exclusion from Unit and Award / Course Policy'.

### **Suspension or restriction of student**

In urgent circumstances, the Academic Dean may recommend restriction or suspension of the student in accordance with the provisions of the Academic Integrity Policy.

### **Satisfactory Resolution**

If the situation has been resolved satisfactorily, the Academic Dean will prepare a final report for the Academic Board and will send notification of the outcome to the student's email address.

### **Voluntary Course Leave**

When an Academic Board considers that supportive strategies are not or are no longer appropriate it will, if possible, offer the student Voluntary Program Leave.

### **Recordkeeping**

Notes and documentation must be kept at all stages of the of the Students at Risk reporting, referral and follow up procedure, including records of meetings, discussions, and actions proposed or taken, and stored in line with the Institute's policy of record keeping of confidential information.

### **Confidentiality**

All parties involved in a student at risk case are to maintain confidentiality. Information and records about a student at risk matter are not to be divulged to anybody without direct involvement in the case with the following exceptions:

- Where breach of confidentiality is justified by serious or imminent threat of harm to a person or persons;
- Where there is a legal obligation that overrides this confidentiality provision.

## **6 RELEVANT LEGISLATION**

*NSW Anti-Discrimination Act 1977;*  
*Commonwealth Racial Discrimination Act 1975;*  
*Commonwealth Sex Discrimination Act 1984;*  
*Commonwealth Human Rights and Equal Opportunity Commission Act 1986;*  
*Commonwealth Equal Opportunity for Women in the Workplace Act 1986;*  
*Commonwealth Disability Discrimination Act 1992;*  
*Commonwealth Age Discrimination Act 2004; and*  
*Privacy Act 2014*

## 7 KEY RELATED DOCUMENTS

Student Code of Conduct Policy  
Academic Progression Policy  
Moderation of Grades and Assessment Policy and Procedure  
Academic Integrity Policy and Procedures  
Academic Grievance Policy

## 8 NOTES

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Academic Dean / Student Registrar
Approval Authority / Authorities	Academic Board
Date Approved	15/12/2015
Date of Commencement	01/07/2016
Date for Review	24 months after commencement
Amendment History	23/02/17 – Amended to include the Student Wellbeing and Engagement Officer in the procedure. <b>REVIEWED 03/12/2018</b> 03/12/2018 - added 'Award' to policy where appropriate to describe our offerings; remove referral to Board of Directors from Voluntary Course Leave section