

Academic Procedure

Students At Risk

1. Purpose	To describe the process for identifying students who are at risk of not fulfilling progression requirements, and the support/intervention strategies available to assist them to successfully progress through their course of studies.
2. Scope	The procedure covers all domestic and international applicants and students at SAE Institute Pty Ltd Trading as SAE Creative Media Institute (SAE) .
3. Associated Policies and Procedures	This procedure should be read in conjunction with the following policies and procedures: <ul style="list-style-type: none"> • Student Progression, Exclusion, Graduation Policy • Student Selection, Admission and Transfer Policy • Student Support Policy
4. Associated Documents	This procedure should be read in conjunction with the following documentation: <ul style="list-style-type: none"> • Student Support Plan • Student Access Plan Disability (SAPD) Procedure • Disability Support Medical Documentation Form • Guidelines for Supporting Medical Documentation
5. Procedure	<p>5.1 Definitions</p> <p><u>5.1.1 Student 'At Risk'</u></p> <p>'At Risk' is a classification used to denote a student who has been identified as potentially being in a position where they may not successfully progress through their course and achieve the award.</p> <p>A student may be at risk due to poor academic performance, or failing to meet other course requirements, personal welfare, or other mitigating circumstances such as illness.</p> <p>Students identified as at risk will receive Early Intervention Support (EIS) where the student's individual needs are assessed and a support plan may be developed for the current trimester through consultation between the Academic Coordinator (AC) or Department Coordinator (DC), Student Services Advisers and the student. The personalised support plan will outline the strategy designed to support the student with their progression.</p> <p><u>5.1.2 Academic Probation</u></p> <p>Academic Probation is a conditional enrolment which is imposed on a student who has:</p> <ul style="list-style-type: none"> • Failed to meet satisfactory course progression requirements; • Successfully appealed an exclusion based on course progress <p>A student placed on Academic Probation must satisfactorily fulfil the conditions imposed on them to continue their enrolment with SAE.</p> <p>5.2 Identifying Students for Early Intervention Support (EIS) Pre-Enrolment</p> <p><u>5.2.1 Admission through Alternative Entry</u></p> <p>Applicants who do not meet all of the standard entry requirements may be allowed entry into a</p>

	<p>course offered by SAE through Alternative Entry provisions. This is determined on a case by case basis and will normally be subject to an interview process with the AC or nominee.</p> <p>As an outcome of the interview process the AC or nominee may either:</p> <ul style="list-style-type: none"> • Allow the applicant unconditional entry where they are satisfied that the applicant has the skills and aptitude to meet the course requirements, OR • Allow the applicant enrolment with an EIS, where the applicant may not have provided substantive evidence that they are likely to have the skills and aptitude to meet the course requirements, but there is reasonable belief that the applicant can meet the course requirements. • Reject the applicant where AC or nominee believes that the applicant does not possess the necessary skills and aptitude to complete the course. <p>The support will be documented in a Student Support Plan that will be developed through consultation between the student and the AC or nominee.</p> <p>SAE is continuously monitoring the success of various subgroups (cohorts) and may impose the same EIS strategies to any cohort that are deemed to be at risk.</p> <p><i>Application Form</i> Applicants who have indicated on their enrolment form that they have special learning needs (such as a disability) will be identified for early intervention support.</p> <p>The student will be contacted and invited to meet with the Student Services Adviser (SSA) to discuss their special learning needs and to determine if a support/intervention strategy is required to support their individual needs.</p> <p>If it has been determined that the student's special learning needs require a support/intervention strategy to be implemented, the SSA will liaise with the AC or nominee to ensure that an appropriate strategy is developed, and a joint meeting with the student may be conducted to prepare a Student Support Plan.</p> <p>A support/intervention strategy may include referring the student to external professionals. Any costs associated with external support will need to be met by the student.</p> <p><u>5.2.2 Pre-Course Commencement Identification</u></p> <p>SAE may administer diagnostic Language Literacy and Numeracy (LLN) instruments during course orientation sessions to assess student aptitude in these three domains. The LLN's are assessed by an academic staff member, and the AC and DCs will be notified of any students that have identified deficiencies in one or more of the LLN domains that require early intervention support.</p> <p>The AC or nominee will request Student Administration staff to notify these students that they are required to participate in LLN workshops conducted through the Library and Learning Centre.</p>
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5.3 Identifying Students for EIS during trimester

5.3.1 Monitoring Academic Progress

It is the responsibility of each Department Coordinator to monitor the weekly academic progress of each domestic and international student in their relevant unit(s) of study, against the requirements set for the each module of study. This includes ensuring that students are participating in scheduled lectures and tutorial sessions, directed group work activities, submitting assessments, seeking additional assistance if required, and monitoring general student behavior.

If a Module Coordinator identifies a student who is not making satisfactory unit progress, they must inform the Academic Coordinator (AC) and/or Department Coordinator.

The AC or nominee will request that Student Services issue a notification in writing to the student, requesting that they attend a progression meeting with the AC, DC or a nominated Senior Lecturer (SL) . This process may be initiated at any stage during a trimester or study period.

The AC, DC or Senior Lecturer will meet with the student to discuss their progress and to determine if a support/intervention strategy is required to address their individual needs.

The AC, DC or Senior Lecturer will consult with the Student Services Adviser (SSA) where it has been determined that the student's progress has been affected due to a personal or welfare related matter. Where deemed necessary, a Support Plan will be developed based on the intervention strategy negotiated through the consultation with the student.

Monitoring by Student Administration staff through regular attendance audits:

- Student Services Administration will undertake Attendance Audits at the end of week 2 and week 6 of each Trimester;
- Student Administration will issue students identified through the Attendance Audits with an attendance reminder notification;

The AC or DC may decide to develop and implement a Personalised Support Plan for the current trimester to assist the student to meet course progress and the AC or DC will flag the student as 'At Risk' with the implementation of a Student Support Plan. .

The AC or DC may request the SSA to participate in the meeting if it has been determined that the student's attendance has been affected due to personal welfare related circumstances.

Any international student that has an EIS that affects their study load or completion date must be placed on AP1 (Intervention strategy as below)

5.3.2 Examiners Committee Meetings

At the conclusion of each study period, an Examiner's Committee meeting will be held to review student grades.

After the Examiner's Committee meeting, the Academic Coordinators will record details of students identified for 'Academic Probation' as detailed in the Student Progression, Exclusion and Graduation Policy, and these details will be provided to Student Administration.

5.4 Academic Probation

Student Services Administration staff will send a notification to each student requesting that they attend a progression meeting with the AC, Department Coordinator or Senior Lecturer.

The letter will advise the student that they are not achieving satisfactory course progress under the provisions of the Student Progression, Exclusion and Graduation Policy. The letter will also specify an appointment time with the AC, DC or Senior Lecturer.

5.4.1 Support/intervention Strategy

The AC, DC or Senior Lecturer will meet with the student to discuss their progression and to develop a support/intervention strategy to address their individual needs. The AC, DC or Senior Lecturer may request the SSA to participate in the meeting if it has been determined that the student's progress has been affected due to personal welfare circumstances. This applies to all students as identified not meeting course progress requirements regardless of them being identified "at risk" in previous trimester.

This support/intervention strategy will be agreed upon in writing and filed in the student file.

5.4.2 Student Support Plan

A Student Support Plan for the trimester will be developed based on the intervention strategy selected through the consultation between the student, the AC, DC or Senior Lecturer and the SSA (where applicable).

During the meeting, the following may be discussed to determine the best support/intervention strategies necessary to assist the student to achieve satisfactory course progress:

- Discussion of suitability of the course that the student is enrolled in. E.g. is the student completing a course suited to them;
- Opportunities to demonstrate achievement of competency or attainment of learning outcomes through re-submission of coursework, or where deemed appropriate through the submission of an alternate piece of work;
- In liaison with the SSA, student counselling, support and welfare assistance to identify and assist a student where there may be compassionate or compelling circumstances impacting on the student's capacity or ability to progress through their course;
- The student will be advised that under this policy, unsatisfactory course progress could lead to the student being excluded and reported to DIBP (International students), depending on the outcome of any appeals process.

The following support/intervention strategies will be considered on a case-by-case basis and may be stipulated as part of a Support Plan and/or as conditions of Academic Probation:

- Reduction in course load;
- Assistance with academic or practical skills such as report writing, practical skills review, meeting assessment requirements and research skills;

	<ul style="list-style-type: none"> • English language support for oral and written comprehension; • Discussions with the Student Services Adviser for assistance with personal issues affecting course progress; • Opportunity for module re-takes; • Completion of alternate forms of assessment(s) where adjustments may be needed; • Mentoring by an academic staff member nominated by the AC; • Required attendance of meetings with the SSA or another nominated staff member approved as outlined by the AC; • Referral to an external organisation for assistance (costs for external professional support to be met by the student); • Changing courses or course major within SAE. ; • A combination of strategies outlined above. <p>Where a support/intervention strategy has been approved by the AC or DC, and a Support Plan implemented, and Academic Probation conditions imposed on the student, the student will be required to meet with the AC, DC or Senior Lecturer at the end of the probationary period to evaluate their ongoing support needs.</p> <p>The student will be flagged in Navigate by the AC, DC or Senior Lecturer as an 'Academic Probation level 1 (AP1) ' student.</p> <p>A student that has failed to meet satisfactory course progression requirements while being identified as AP1' may be excluded subject to the appeals process as described in the Student Progression, Exclusion and Graduation Policy.</p> <p>If a student successfully appeals an exclusion they will be placed on Academic Probation Level 2 (AP2) for the next trimester. AP2 may stipulate more support and other options. Failure to adhere to all conditions in AP2 leads to exclusion from SAE.</p> <p>Students who have been successful in their studies in a trimester and fulfilled all requirements of the Academic Probation (1 or 2) will be classified as a student of good academic standing. Upon request from the student, more study support can be offered.</p>
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Administrative Information and Version Control

Date	Summary of Changes	Approved by
16 May 2011	Procedure Approved	Prof. Z. Klich, Managing Director & CEO)
13 July 2012	Procedure Updated	Approved by Joseph Anthonysz, Managing Director & CEO
9 August 2012	Procedure Updated	Approved by Joseph Anthonysz, Managing Director & CEO
7 December 2016	Procedure Updated	Approved by Joseph Anthonysz, Managing Director

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