

ACADEMIC PROGRESS POLICY

1. Purpose

- 1.1 This policy describes the ways in which Le Cordon Bleu Australia (LCBA) provides specific support to enable students' progress through their studies and the successful completion of their course within a reasonable timeframe.
- 1.2 The policy details the criteria by which it is determined whether students have or have not achieved satisfactory academic progress; and sets out the actions taken as a result of findings relating to students' academic progress.

2. Scope

This policy applies to students of LCBA's higher education undergraduate courses and Student Visa Holders.

3. Related Policies

- Access and Equity Policy
- Assessment Policy
- Attendance Policy
- Enrolment Policy
- Learning Support Policy
- Results and Grades Policy
- Complaints and Appeals Policy
- Work Integrated Learning Policy

4. Definitions

'Academic Progress' refers to the progress a student makes towards successfully completing the academic requirements of the course of study in which they are enrolled. There are three categories of academic progress status:

- Satisfactory academic progress;
- At risk of unsatisfactory academic progress;
- Unsatisfactory academic progress.

'Course' means a set of units, approved by the Academic Board, and which when satisfactorily completed qualifies a student for an LCBA award.

'Delivery partners' are the appropriately registered institutions that provide training and assessment in LCBA's education programs by arrangement with LCBA.

'GPA (Grade Point Average)' is a numerical representation of results for a course calculated from the result for each Unit and the Unit credit point weighting.

'Reasonable Adjustment' Adjustments are made so that students with educational disadvantage have the same opportunity to complete assessment tasks as other students, while maintaining the integrity of the unit being assessed.

'Semester' is one half of the academic year.

'Study period' for LCBA undergraduate courses, a study period is one semester in duration.

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'Term' is one quarter of the academic year.

'Unit' is a component of a course in which students enrol and complete specified learning outcomes and assessment activities, for example 'Communication' or 'Accounting Principles and Practice'.

5. Policy

5.1 Students achieve **satisfactory academic progress** where they:

- successfully complete more than 50% of enrolled Units in a study period; and
- successfully complete Units within two attempts.

5.2 Students are deemed to be **at risk of unsatisfactory academic progress** where they:

- receive a Fail result in 50% or more of enrolled Units in one study period; or
- receive a Fail result twice for the same Unit.

5.3 Students are deemed to have **unsatisfactory academic progress** where they:

- receive a Fail result in 50% or more of enrolled Units across two consecutive study periods (excluding WIL placement periods); or,
- receive a Fail result for the same Unit in on three occasions; or
- deviate from an agreed intervention strategy.

5.4 The grade 'Withdrawn – Failed' is counted as a Fail result for the purpose of determining students' academic progress status (see *Results and Grades Policy*).

5.5 LCBA monitors academic performance in order to identify students' support needs as early as possible and support students to complete their course within the expected duration of study (for example, the expected duration of study for the Bachelor of Business (International Hotel Management) is three years).

5.6 Where students are **at risk of unsatisfactory academic progress** LCBA employs an intervention strategy to facilitate students' successful completion of their course within the expected duration of study.

5.7 Where student support strategies prove unsuccessful, **unsatisfactory academic progress** may lead to cancellation of student enrolment.

5.8 Students may appeal a decision to cancel their enrolment (see *Complaints and Appeals Policy*).

5.9 LCBA reports Student Visa holders with unsatisfactory academic progress to the Department of Home Affairs (DHA) via Provider Registration and International Student Management System (PRISMS).

6. Procedures

6.1 Determining students' academic progress status

- 6.1.1 Student results are ratified at Academic Committee meetings at the conclusion of each study period. Determinations are made about the academic progress of students according to the criteria stated in this policy.

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- 6.1.2 The Academic Committee notifies the Dean, or delegate, of students identified as at risk of unsatisfactory academic progress, or deemed as having unsatisfactory academic progress, after each meeting.
- 6.1.3 Where a student is deemed 'at risk of unsatisfactory academic progress,' the student is notified in writing by LCBA Student Services and is required to participate in an intervention strategy. Copies of correspondence are forwarded to campus Program Managers and administrators.

6.2 Managing students at risk of unsatisfactory academic progress

- 6.2.1 Students at risk of unsatisfactory academic progress are required to participate in an intervention strategy. They are contacted by campus administration staff to schedule an intervention strategy meeting of the Program Manager and student.
- 6.2.2 Attendance at the meeting is compulsory. Failure to attend the meeting, or to respond to requests to schedule a meeting, is taken into account when making determinations of students' academic progress status.
- 6.2.3 The discussion at the meeting may include:
- opportunities for students to provide reasons for their unsatisfactory performance;
 - counselling students on whether the course is compatible with their goals and expectations;
 - counselling students on the changes in behaviour required to improve their academic progress;
 - a reminder to international students that unsatisfactory academic progress could lead to the student being reported to DHA and the cancellation of their VISA.
- 6.2.4 Where the Program Manager determines that the issue is resolved through counselling at the intervention meeting, no further action is required. The outcomes of the meeting are documented in a meeting record, signed by the student and the Program Manager, and kept on the student file.
- 6.2.5 Where the Program Manager determines that the student is required to undertake specified actions to enable them to improve their academic performance and as a condition of their continuing enrolment, these conditions are documented in a Learning Agreement. The Learning Agreement is signed by the Program Manager and the student at the conclusion of the meeting and is later signed by the Dean. The Learning Agreement is kept on the student file.
- 6.2.6 Specified actions that might form part of a Learning Agreement will maintain the integrity of the qualification.

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6.2.7 Specified actions may include:

- Referral to learning support services, including English language support services (see *Learning Support Policy*);
- Re-enrolment in units (see *Enrolment Policy*);
- Resubmission of assessments;
- Reasonable adjustments;
- Modifications to unit sequencing and scheduling within a course;
- A reduction in load;
- A leave of absence (see *Attendance Policy*).

6.2.8 Where an intervention strategy results in a change to the expected course duration of a student visa holder, LCBA records this variation and the reasons for it on the student file and also reports these details to Department of Home Affairs (DHA) and/or issues a new 'Confirmation of Enrolment' for a student visa extension.

6.2.9 Students' fulfilment of the terms of an intervention strategy is reported to the Academic Committee by Program Managers.

6.3 Students with unsatisfactory academic progress

6.3.1 Where a student is identified by the Academic Committee as having unsatisfactory academic progress, the Committee immediately informs the Academic Dean of LCBA or delegate.

6.3.2 Students are advised in writing of LCBA's intention to cancel their enrolment and their rights to appeal this decision (see *Complaints and Appeals Policy*).

6.3.3 While the appeal process is underway, the student is able to continue their enrolment and should attend scheduled classes and activities.

6.3.4 Where a student does not lodge an appeal, their enrolment is cancelled due to unsatisfactory academic progress (see *Enrolment Policy*).

6.3.5 Students whose appeal is unsuccessful have their enrolment cancelled due to unsatisfactory academic progress (see *Enrolment Policy*).

6.3.6 Students whose appeal is successful meet with Program Managers to discuss a learning plan and may be required to participate in a further intervention strategy.

6.4 International student visa holders

6.4.1 Where a Student Visa holder is identified by the Academic Committee as having unsatisfactory academic progress, the Registrar notifies the student in writing of the details of their unsatisfactory progress and warns the student of LCBA's intention to report the student to DHA for unsatisfactory academic progress. The student is informed of their rights to appeal and that they have 20 working days in which to do so (see *Complaints and Appeals Policy*).

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- 6.5 Where a student chooses not to appeal, withdraws from the appeals process or the outcome of the appeal supports LCBA's decision, LCBA proceeds with cancelling the student's enrolment and notifying DHA that the student has not achieved satisfactory course progress.
- 6.6 Accelerated Stage 5
- 6.6.1 Students wishing to complete the final year of the Bachelor of Business (3-year course) in an accelerated mode over 6 months must meet the following conditions:
- 6.6.1.1 Have no outstanding units to be completed (either not yet attempted, or to be repeated) from years 1 and 2;
- 6.6.1.2 Have submitted and had marked all assessment requirements for all previous units (years 1 and 2);
- 6.6.1.3 Have gained a minimum cumulative GPA of 4.50 or better.

7. Change and Version Control

Version	Authored by	Description
2.0	Academic Director	Reviewed and reformatted. Added GPA information.
2.1	National Academic Quality Manager	Reverted to defining unsatisfactory academic progress in terms of % Units failed not GPA
3.0	The Policy Drafting and Review Working Group of the Learning and Teaching Quality Committee	Annual review
3.1	The Policy Drafting and Review Working Group of the Learning and Teaching Quality Committee	Clarified procedures and persons responsible for aspects of student appeals of a decision to cancel their enrolment. Reformatted in revised template
4	National Academic Quality Manager	Annual review; revised and additional policy statements to supply more detail and explanation in relation to determining the academic progress status of students and managing students at risk of unsatisfactory academic progress
4.1	National Academic Quality Manager	Editorial review, Update DIBP to DHA