

## Academic Progress

### Policy

Le Cordon Bleu monitors the academic performance and attendance of international students in accordance with the ESOS Act / National Code of Practice (2007). Where students are identified as at risk of poor performance or poor attendance intervention strategies will be implemented. (See Attendance policy and Learning Support policy).

Where students have been identified and intervention strategies have been documented and implemented but poor performance continues, the student, on the recommendation of the Academic Director or delegate, may have their enrolment terminated on the grounds of Unsatisfactory Academic Progress.

Student Visa holders deemed to have Unsatisfactory Academic Progress will be reported to Department of Immigration and Citizenship (DIAC) via Provider Registration and International Student Management System (PRISMS) once all appeals processes have been exhausted.

In line with the Assessment policy, students may be eligible to repeat failed courses no more than twice.

All intervention strategies, warnings of Unsatisfactory Academic Progress and other communication regarding such matters will be provided to the student in writing. Any appeal will be required to be submitted as per the LCBA Academic Appeals policy within 20 working days of receiving written notice.

### ACCELERATED STAGE 5

The Bachelor of Business programs are 3 year degrees: Stages 1 – 4 each require 6 months' study and Stage 5 normally requires 1 year's study. However, the degrees have been designed to enable them to be completed within 2.5 years, through the final Stage (Stage 5) being undertaken in 6 months (accelerated mode). Students wishing to complete the final Stage in accelerated mode in 6 months instead of the normal 12 months must meet the following conditions:

- Have no outstanding courses to be completed (either not yet attempted, or to be repeated) from Stage 1 – 4
- Have submitted and had marked all assessment requirements for all previous courses (Stages 1 – 4)
- Have gained a minimum Grade Point Average (GPA) of 4.5 for all courses in Stages 1 – 4. (See GPA table at end of this policy).

Le Cordon Bleu Australia must make these conditions clear to potential students in marketing materials, at the time of their application and to accepted students at Orientation.

Students wishing to undertake an accelerated Stage 5 should submit a formal application to Le Cordon Bleu Student Services prior to completing Stage 3. Applications will be reviewed following the Academic Meeting for Stage 3 final

results and students will be notified of the outcome of their application, based on their GPA in Stages 1-3. (Students' Stage 4 results will not be known at the time the application decisions are made.)

## **UNSATISFACTORY ACADEMIC PROGRESS**

A student will be required to Show Cause why their enrolment should not be terminated to the Academic Director when:

- A subject has been failed on 3 attempts
- 50% or more of subjects across two consecutive semesters of theory courses (ie Stages 1,3 and/or 5) have fail grades, or
- Continued enrolment is contrary to a provided Intervention Strategy

## **Procedure**

Each student's progress will be reviewed on the basis of results confirmed by the Academic Committee, or its equivalent, at the end of each semester or term (depending on the program).

Any student who has failed 50% or more of the courses or units of competency in which they are enrolled in any one semester or term (depending on the program), will be required to meet with the Academic Director, or delegate, of Le Cordon Bleu Australia's Academic Services unit to identify reasons for poor progress and to consider options for continuing participation in the Le Cordon Bleu program. An Intervention Strategy will be provided for that student to reduce the risk of Unsatisfactory Academic Progress.

Options presented to students at risk will take account of previous attempts at the same course or units of competency, attendance, feedback from lecturers and the Program Manager, and information provided by the student in support of his or her continuation in the program. Participation in previous intervention strategies by the student will also be considered.

Following any subsequent investigations and meeting individually with a student at risk and/or with Unsatisfactory Academic Progress, the Academic Director will determine whether the student will be allowed to continue his or her enrolment. Where appropriate, the Academic Director may recommend continuation of enrolment but with a modified program designed to assist the student to manage his or her studies and attendance more effectively.

The Academic Director's decision regarding continued enrolment will be communicated to the student in writing and of his or her right to appeal. Student Visa Holders will be advised of the obligations on Le Cordon Bleu Australia to notify DIAC of Unsatisfactory Academic Progress and that the student will have 20 working days to lodge an appeal. Any reporting to DIAC will be withheld until all avenues of appeal have been exhausted as per the LCBA Academic Appeals policy.

All affected staff will be advised of the outcome of academic progress counselling with students at risk, whether this be continued enrolment with support, or termination of enrolment.

Documentation relating to this process, including decisions made and copies of communications with the student will be kept on the student's file.

## Appeals

Students are able to appeal any decision made by the Academic Director regarding continued enrolment; appeals must be submitted within 20 working days and as per the LCBA Academic Appeals Policy.

Where a student initiates an appeal against their final grades, the Academic Director will take account of the outcome of this appeal and will not finalise his or her decision until the appeal process is complete. (See Academic Appeals policy)

If the student's appeal against Unsatisfactory Academic Progress is upheld, the Academic Director's decision will be overturned and, if necessary, a further meeting between the student and the Academic Director will be held to determine further intervention strategies.

If no appeal is lodged, or if the appeal is unsuccessful, the decision of the Academic Director will be final.

## Reporting to DIAC

Where the result of this process is that the student's enrolment is terminated and the student holds a student visa, DIAC will be advised via PRISMS.

Where the result of this process requires a new Confirmation of Enrolment to be generated, this will be done by the Student Services Manager or delegate, and DIAC will be advised through PRISMS. A copy of the new Confirmation of Enrolment will be provided to the student to present to DIAC and a second copy will be retained on the student's file.

## GRADE POINT AVERAGE WEIGHTING SYSTEM (GPA)

| Grade Point Average Weighting System |       |  |
|--------------------------------------|-------|--|
| Grade Description                    | Grade | Grade Point Weighting  |
| High distinction                     | HD    | 7  |
| Distinction                          | D     | 6  |
| Credit                               | C     | 5  |
| Pass 1                               | P1    | 4.5  |
| Pass 2                               | P2    | 4  |
| Fail                                 | F     | 1.5  |
| Conceded pass                        | CP    | 3  |
| Status                               | S     | Course Credit has been granted   |
| Unclassified Result                  | UC    | NA   |
| Non-graded pass                      | NGP   | Value of 4 points, which are included in the calculations only if GPA is less than 4 |
| Withdrawn Failed                     | WDF   | 1.5  |
| Withdrawn Not Failed                 | WDNF  | NA   |