

Academic Progression and Enrolment Policy and Procedures

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Responsible person/s	Academic Director; Academic Administration Manger
Appendix A	List of amendments

1. Introduction

Adelaide Central School of Art (ACSA) is committed to supporting the academic progress of students. ACSA recognises the importance of effective monitoring to ensure the early identification of unsatisfactory academic progress. Early intervention strategies and support services are the initial and primary mechanisms for responding to instances of unsatisfactory academic progress. Disciplinary action, such as enrolment conditions and exclusions, are imposed as secondary measures.

2. Purpose

This policy sets out the mechanisms by which ACSA manages and supports the academic progress of students.

3. Scope

This policy applies to all of ACSA's accredited courses: Diploma of Visual Art, Associate Degree of Visual Art, Bachelor of Visual Art, Bachelor of Visual Art (Honours).

4. Definitions

4.1 Academic progression: The process by which a student progresses through their course to meet the academic requirements of the program.

4.2 Course: A program of study that leads to a qualification, including the Diploma of Visual Art, Associate Degree of Visual Art, Bachelor of Visual Art, and Bachelor of Visual Art (Honours)

4.3 Unit: An academic module in a subject area that forms part of a course. Units must be completed sequentially as per the specified course structure.

5. Policy

5.1 Academic Progression Requirements

To maintain satisfactory progress in an enrolled course, students are required to:

5.1.1 Maintain enrolment in each semester of their course until completion unless they are on approved leave of absence or suspension.

5.1.2 Complete their course within the maximum duration (inclusive of approved leave periods). The maximum duration for each course is as follows:

- Bachelor of Visual Art (Honours): 1 year
- Bachelor of Visual Art: 14 years
- Associate Degree of Visual Art: 11 years
- Diploma of Visual Art: 6 years

5.1.3 Enrol and progress as per the specified course structure, ensuring they meet the pre-requisites and/or co-requisites for the units in which they are enrolled.

5.1.4 Successfully complete at least 50% of units undertaken in their course.

5.2 Variation to Enrolment

In extenuating circumstances, a student may be permitted to progress in their course of study without having met one or more requirements outlined in Item 5.1. This is called a Variation to Enrolment and may include, but is not limited to, approval for a student to:

- exceed the maximum course duration
- enrol in a unit without having met the pre-requisites (for example, by undertaking a unit concurrently with its pre-requisite unit).
- enrol in more units than the standard amount (overloading)

A Variation to Enrolment can only be approved in extenuating circumstances and when there is a plan in place to ensure the student is able to meet the course requirements.

5.3 Unsatisfactory Academic Progress

5.3.1 Unsatisfactory Unit Progress

A student's progress in a unit of study is considered unsatisfactory if they fail to meet the attendance requirements and/or are failing to meet the unit learning outcomes during an enrolment period. In such a case, the student will be identified as 'At Risk (Unit Level)'.

5.3.2 Unsatisfactory Course Progress

A student's progress in a course of study is considered unsatisfactory if they fail to meet one or more of the Academic Progression Requirements outlined in 5.1. This is determined at the conclusion of an enrolment period. In such a case the student will be identified as 'At Risk (Course Level)'.

5.3.3 Academic Counselling

Academic Counselling is an early intervention strategy that is initiated when a student is identified as 'At Risk' at the unit or course level. Academic Counselling is aimed at supporting the academic progress of students through the development of an Academic Progress Plan, which sets out the requirements for continuation and incorporates provisions for support.

5.3.4 Conditional Enrolment

When a student is identified as 'At Risk' and has failed to engage in Academic Counselling and/or meet the requirements of an Academic Progress Plan, they may have conditions placed upon their enrolment. Students will be provided with an opportunity to demonstrate cause prior to the finalisation of a Conditional Enrolment.

5.3.5 Exclusion

When a student is identified as 'At Risk' and has failed to meet the requirements of their Conditional Enrolment, they may be subject to Exclusion. Students will be provided with an opportunity to demonstrate cause prior to the finalisation of the decision to Exclude.

6. Responsibilities

- 6.1** The Academic Administration Manager is responsible for ensuring the Policy and Procedures are implemented by ACSA.
- 6.2** The Academic Director is responsible for approving variations to enrolment, enrolment conditions, and exclusions.
- 6.3** The Student Liaison Officer is responsible for monitoring academic progress at the unit level and identifying students 'At Risk (Unit Level)'
- 6.4** The Student Administration Officer is responsible for monitoring academic progress at the course level and identifying students 'At Risk (Course Level)'.

7. Procedures

7.1 Variation to Enrolment

Students who wish to progress in their course of study without meeting the Academic Progression Requirements outlined in 5.1 must submit a Variation to Enrolment Request (refer to 5.2 for examples).

Students are required to submit a written request directly to the Academic Director. The request should include:

- Details of the proposed Variation
- Evidence of extenuating circumstances that prevented the student from undertaking the course as delivered
- Evidence of the student's ability to successfully continue should the variation be approved

The Academic Director will assess the request based on the information provided in conjunction with the student's academic record. Students will be notified of the outcome of their request within 7 calendar days.

7.2 Monitoring and Identifying Students 'At Risk'

Academic progress at the unit level is monitored throughout the enrolment period. The Student Liaison Officer:

- Monitors attendance and issues written reminders of the attendance policy to students who have been absent from an enrolled unit on more than two occasions.

- Identifies a student as 'At Risk (Unit Level)' when they have failed to meet the 80% attendance requirement and/or are failing to meet the learning outcomes in an enrolled unit (as reported by their lecturers).
- Records the 'At Risk (Unit Level)' status in the student's file on the Student Management System.
- Notifies the student of their status in writing and initiates the Academic Counselling process.

Academic progress at the course level is monitored at the conclusion of the enrolment period. The Student Administration Officer:

- Identifies a student as 'At Risk (Course Level)' when they have failed to meet one or more of the Academic Progression Requirements outline in 5.1.
- Records the 'At Risk (Course Level)' status in the student's file on the Student Management System.
- Provides the Student Liaison Officer and Academic Director with a list of students identified as 'At Risk (Course Level)'.

The Student Liaison Officer notifies the student of their 'At Risk (Course Level)' status and initiates the Academic Counselling process.

'At Risk' students are reported to the Academic Administration Manager and Academic Director.

7.3 Academic Counselling

The Student Liaison Officer schedules the Academic Counselling sessions by email.

If a student or staff member cannot attend at the scheduled time, it is their responsibility to contact the Student Liaison Officer to arrange an alternative time.

Academic Counselling requires the following participants to attend:

- At Risk (Unit Level): Student, Student Liaison Officer, Unit Lecturer
- At Risk (Course Level): Student, Student Liaison Officer, Academic Director

The Academic Administration Manager may participate in place of the Student Liaison Officer as required. The Academic Director may participate in place of any academic or administration staff member as required.

During the Academic Counselling session, participants discuss the reasons for the 'At Risk' status and develop an Academic Progress Plan, which outlines the steps required to progress and any provisions for support.

The Academic Progress Plan is signed by all participants and a copy is uploaded to the student's file.

7.4 Conditional Enrolment

A student who has been identified as 'At Risk' and has failed to engage in Academic Counselling and/or meet the requirements of an Academic Progress Plan, may be subject to conditional enrolment.

The Academic Director is responsible for approving the decision to place conditions on a student's enrolment.

The Academic Administration Manager notifies the student in writing of the disciplinary measures imposed based on unsatisfactory academic progress.

The student is provided with an opportunity to show cause. To show cause, the student must:

- Demonstrate that extenuating circumstances directly impacted their academic progress, and that these circumstances were unforeseen and beyond their control.
- Respond in writing within 7 calendar days with any relevant supporting evidence.

The Academic Director considers the student's submission and either adjusts, removes, or confirms the enrolment conditions imposed. The student is notified in writing within 7 calendar days of the final decision.

Enrolment conditions are reviewed at the conclusion of each enrolment period and removed if they have been met by the student. In some cases, conditions will be required to continue for multiple enrolment periods (e.g. a student who has failed to complete within the maximum course duration may be on a study plan to complete).

7.5 Exclusion

A student who fails to meet the requirements of their Conditional Enrolment may be Excluded from the course.

The Academic Committee is responsible for approving the decision to exclude a student from a course.

The Academic Administration Manager notifies the student in writing of the exclusion based on unsatisfactory academic progress.

The student is provided with an opportunity to show cause. To show cause, the student must:

- Demonstrate that extenuating circumstances directly impacted their academic progress, and that these circumstances were unforeseen and beyond their control.
- Respond in writing within 7 calendar days with any relevant supporting evidence.

The Academic Director considers the student's submission and either adjusts, removes, or confirms the Exclusion. The student is notified in writing within 7 calendar days of the final decision.

Excluded students may apply for readmission after a period of 12 months, as per ACSA's application process. Readmission is not guaranteed, and the student's exclusion will be considered as part of the application process.

7.6 Appeals

Students may appeal a decision to impose Conditional Enrolment or Exclusion by following the Academic Grievance Procedures in the Student Grievance Policy & Procedures.

Related Documents:

- Course Unit Assessment Policy and Procedures
- Student Grievance Policy and Procedures

APPENDIX A: Policy Amendments