



# Australian Graduate School of Leadership

## Policy register

<b>Policy name</b>	Students at Risk		
<b>Version</b>	1.0	<b>Status</b>	Approved by Board of Directors
<b>Communication</b>	To all staff, students and prospective students	<b>Date</b>	21 January 2013

Printing this document may render it out of date. Please refer to the latest online version at <http://imia.edu.au/reference>

### 1. Preamble

AGSL aims to offer an innovative teaching and learning environment to all students. Being a postgraduate institute, AGSL operates under a model of proactively supported learner autonomy, which means that students are responsible for ensuring that their learning needs are met by their course and faculty members by seeking help and support when needed. However, AGSL also aims to ensure that students who may be having difficulty with their studies are proactively identified and provided with appropriate support.

### 2. Scope

The policy applies to all students enrolled for an award offered by AGSL and all faculty members.

### 3. Definitions

Term	Definition
Student at Risk	A student who is not coping effectively with the demands of their course due to personal circumstances, previous academic experience, personal attributes or any other situation that affects the student's ability to study and complete the course effectively.

### 4. Principles

Any of the following factors (or a combination of them) could result in a student being classified as 'at risk':

- Having a medical condition or disability that significantly impairs their ability to study

- Unsatisfactory English language skills
- Unproven, inadequate or questionable academic capacity which might be suggested by:
  - A pattern of deferral
  - Failure to submit one or more required assessments
  - Failure in the same subject twice
  - The inability to complete their course within a reasonable/expected timeframe
  - Where a faculty member identifies a student as being a Student at Risk
  - Students who have requested learning or other assistance in addition to the normal guidance provided by subject lecturers.

## 5. Procedures

AGSL, faculty members and students all have responsibilities to ensure that course requirements are achieved.

AGSL will endeavor to identify students who are at risk of failing one or more subjects, or their course, and provide appropriate support to help the student successfully complete their course. Support offered by AGSL may include (this list is not exhaustive, other support may be provided where relevant):

- Personal tuition;
- Provision of supplementary study resources;
- Referral to related online or other resources (see <http://imia.edu.au/reference> for a list of suggested resources, available in the document “Student Support Referral Services”);
- Recommending seeking assistance from an outside professional, e.g. recommending professional counseling in the case of personal issues (see <http://imia.edu.au/reference> for a list of suggested resources, available in the document “Student Support Referral Services”).

Students must:

- Carefully consider the courses and subjects that they plan to undertake;
- Seek relevant medical or professional assistance or support when they experience an issue external to the course that may affect their ability to study effectively;
- Understand and be sure to conform to all academic requirements (e.g. enrolment, assessment, progression)
- Achieve the minimum rate of progression and pass the minimum required number of subjects outlined in the course regulations
- Advise AGSL as soon as practicable of any situation of which they become aware that may affect their ability to study effectively;
- Use the support, resources or other assistance offered by AGSL in response to any issues identified under this policy.

## **6. Responsibilities**

Faculty members are responsible for identifying students who may be at risk in their subjects using the symptom checklist outlined in section 4 “Principles” of this policy document (or other means). Students identified as at risk by faculty members and the solutions or assistance offered are to be reported to the Registrar.

The Registrar is responsible for identifying patterns of student failure across different subjects and discussing these to the Executive Dean (or Academic Board, in cases unable to be resolved with the Executive Dean) to determine appropriate support or resolution action.