

Academic Progress

INTRODUCTION

This policy is consistent with the Department of Education (DEd) – Department of Immigration and Border Protection (DIBP) approved *Course Progress Policy and Procedures*. Where there is any variation between the Le Cordon Bleu Australia (LCBA) policy and the DEd-DIBP policy, the DEd-DIBP policy will take precedence.

DEFINITIONS

Satisfactory academic progress

Students will achieve satisfactory academic progress where they:

- successfully complete 50% or more of the attempted units of competency within a study period; and
- successfully complete units of competency within two attempts.

At risk of unsatisfactory academic progress

Students will be deemed to be at risk of unsatisfactory academic progress when they:

- receive a result of Not Yet Competent in more than 50% of the units of competency attempted in one study period; or
- receive a result of Not Yet Competent twice for the same unit of competency.

Unsatisfactory academic progress

Students will be deemed to have unsatisfactory academic progress where they:

- receive a result of Not Yet Competent in more than 50% of the units of competency in two consecutive study periods; or
- receive a result of Not Yet Competent for the same unit of competency on three occasions; or
- deviate from an agreed intervention strategy.

Study period

A study period is a period of time marked by the completion of a stage of a program of study, such as a semester or term.

For LCB culinary programs the following study periods will apply:

Location	Study period
Adelaide	Semester
Sydney	Term

POLICY

1. LCBA will monitor the academic performance of all students in order to support students to achieve satisfactory academic outcomes within the expected duration of study.
2. Where students are at risk of unsatisfactory academic progress LCBA will employ an intervention strategy to facilitate students' successful completion of their program of study.
3. Where intervention strategies have been implemented but a student's unsatisfactory academic performance continues, LCBA may cancel the student's enrolment.
4. LCBA will report student visa holders with unsatisfactory academic progress to DIBP via Provider Registration and International Student Management System (PRISMS).

DETAILS AND PROCEDURES

1. **LCBA will monitor the academic performance of all students in order to support students to achieve satisfactory academic outcomes within the expected duration of study.**
 - 1.1 Lecturers will continuously monitor student assessment results and academic performance and will counsel students in order to assist them to improve their academic progress. Discussions and actions will be recorded on the student file.
 - 1.2 The Academic Committee will review student results presented to the Committee by lecturers at the half way point and at the end of each study period to determine students' academic progress.
 - 1.3 The Academic Committee will notify the Academic Director of LCBA, or delegate, of students identified as at risk of unsatisfactory academic progress after each meeting of the Committee.

2. Where students are at risk of unsatisfactory academic progress LCBA will employ an intervention strategy to facilitate the students' successful completion of their program of study.

2.1 Where a student is identified as at risk of unsatisfactory academic progress, the student will be contacted in writing by LCBA and will be required to participate in an intervention strategy. Copies of correspondence will be forwarded to the Program Manager and Program Administrator.

2.2 The intervention strategy will begin with a discussion between the student and the Program Manager and/ or the Academic Director (or delegate). The discussion may include:

- opportunities for the student to give reasons for his or her unsatisfactory academic performance
- advice to the student on the suitability of the program of study in which he or she is enrolled
- advice to the student that unsatisfactory academic progress could lead to the student being reported to DIBP and the cancellation of his or her visa, depending on the outcome of any appeals process.

The outcome of this discussion will be an agreement on actions to be undertaken by the student and/or LCBA and the delivery partner, which will enable the student to improve his or her academic performance.

Courses of action may include but are not limited to:

- referral to Student Services at the delivery partner institution for learning support
- recommendations for English language tuition
- re-enrolment in units of competency
- resubmission of assessments
- reasonable adjustments to assessments
- modification to the program of study (*See the Learning Support Policy.*)

Options for courses of action will take account of:

- previous attempts at the same unit of competency
- attendance
- feedback from lecturers and the Program Manager
- the reasons provided by the student to explain his or her unsatisfactory progress.

2.3 Intervention strategies will be implemented immediately, documented and recorded on the student file.

- 2.4 Where an intervention strategy results in a change to the expected course duration of a student visa holder, LCBA will record this variation and the reasons for it on the student's file and also report these details to DIBP and/or issue a new Confirmation of Enrolment for a student visa extension.
- 3. Where intervention strategies have been implemented but a student's unsatisfactory academic performance continues, LCBA may cancel the student's enrolment.**
- 3.1 The academic performance of students for whom an intervention strategy has been implemented will be monitored by the Academic Committee.
- 3.2 Where a student is identified by the Academic Committee as having unsatisfactory academic progress, the Committee will immediately inform the Academic Director of LCBA or delegate.
- 3.3 The Academic Director of LCBA may cancel the student's enrolment in his or her *program of study due to unsatisfactory academic progress*.
(See the Deferral, Withdrawal, Suspension and Cancellation Policy.)
- 3.4 Students will be advised in writing of LCBA's intention to cancel their enrolment, and their rights to appeal this decision. *(See the Academic Appeals Policy.)*
- 3.5 Delivery partners will be advised in writing of a student's cancellation of enrolment and a record of all documentation will be kept on the student file.
- 4. LCBA will report student visa holders with unsatisfactory academic progress to DIBP.**
- 4.1 Where a student visa holder is identified by the Academic Committee as having unsatisfactory academic progress, the Committee will immediately inform the Academic Director and the Registrar, LCBA.
- 4.2 The Registrar will notify the student in writing of the details of his or her unsatisfactory progress and warn the student of LCBA's intention to report the student to DIBP for unsatisfactory academic progress. This letter will inform the student of his or her rights to appeal and that the student has 20 working days in which to do so. *(See the Academic Appeals Policy.)*
- 4.3 While the appeal process is underway the student is able to continue his or her enrolment and should attend scheduled classes and activities. The decision to report the student to DIBP for unsatisfactory academic progress will be determined by the outcome of the appeal.
- 4.4 Where a student chooses not to appeal, withdraws from the appeals process or the outcome of the appeal supports LCBA's decision, LCBA will proceed with notifying DIBP that the student has not achieved satisfactory course progress.
(See online Academic Progress Policy <http://www.lecordonbleu.com.au/policies>)