


DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	011	Policy Database Document Reference Number 112011P

ACADEMIC PROGRESS MONITORING AND INTERVENTION POLICY

Purpose/ objectives	<p>This policy deals with the conditions and processes adopted by the University to assess the academic progress of enrolled students. Every student, regardless of enrolment or citizenship status, is entitled to monitoring of their academic progress and supportive intervention where the student is at risk of unsatisfactory progress. The University recognises that early identification and support of students at risk gives them their best chance of academic success.</p>
Scope/ Application	<ul style="list-style-type: none"> • all campuses • all coursework students in any award course in any Faculty of the University. • all staff involved with academic progression processes <p>This policy does not apply to students enrolled for research degrees at the University, who should refer to La Trobe University's Academic Progress Statute 2010 and the Handbook for Candidates and Supervisors for Masters Degrees by Research and Doctoral Degrees.</p>
Policy Statement	<p>This policy sets La Trobe's minimum standards for review of the progress of all coursework students enrolled at the University. Faculties may set higher standards but must still ensure compliance with all statutory requirements.</p> <p>Reviews of students' academic performance must be conducted in a consistent and equitable way.</p> <p>For the purpose of applying this policy, progress in a course will be assessed over each Progression Period.</p> <p>At the completion of each Progression Period, each Faculty will take academic intervention action in accordance with the Academic Progress Monitoring and Intervention Procedures. The intervention action will apply to each student whose performance is considered at risk or is deemed to be unsatisfactory through the tripping of defined triggers. The specific intervention for each student will take one of three forms, according to the seriousness of the student being at risk of not achieving satisfactory academic performance in future Progression Periods.</p> <ul style="list-style-type: none"> • academic counselling letter • warning and course review • activation of section 9 of the Academic Progress Statute 2010 <p>Appropriate notices of intervention action will be sent to the affected students. The timing of intervention events will be tied to individual Faculties' progression processes in relation to the relevant Teaching Periods.</p>
Supporting Procedures	Academic Progress Monitoring and Intervention Procedures
Responsibility for Implementation	<p>Deans Heads of School Director, Academic Services Academic Services Managers</p>

DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	011	Policy Database Document Reference Number 112011P

Responsibility for Monitoring Implementation and Compliance	Deputy Vice-Chancellor
Status	Revised. Prior approval Academic Board 11/2004 (AB04/173(M), Min. 396.4.3). Amended November 2011 to update references to Academic Progress Statute. The implementation of the latest version of this policy supersedes all previous versions of this policy.
Key Stakeholders	Faculties La Trobe International Students
Approval Body	Academic Board 19 November 2008 Minute 428.3.5(i)
Initiating Body or Person(s)	Curriculum Teaching and Learning Committee
Definitions	<p>Progression Period: the period of study at the end of which a student's academic progress is formally assessed. There will be two Progression Periods within an academic year. Each will be six months in duration, the first running from 1 January to 30 June inclusive and the second from 1 July to 31 December inclusive.</p> <p>A Progression Period may include more than one Teaching Period. Each subject enrolment will be assigned to a specific Progression Period according to the last day of the Teaching Period in which the subject is offered. All Teaching Periods that finish within the period 1 January to 30 June inclusive will be in Progression Period 1 and those that finish within the period 1 July to 31 December will be in Progression Period 2. This is irrespective of location and of the academic year in which the Teaching Period commenced.</p> <p>Teaching Period: the period between the commencement and completion of teaching in a specific subject.</p>
Related Legislation	<p>La Trobe University Academic Progress Statute 2010</p> <p>Educational Services for Overseas Students Act 2000 (ESOS Act)</p> <p>National Code of Practice for Registration Authorities and Providers of Education to Overseas Students 2007</p> <p>Information Privacy Act 2000</p> <p>Health Records Act 2001</p>
Related Policy and other Documents	<p>ESOS National Code of Practice Explanatory Guidelines.</p> <p>A Short Guide to the Academic Progress Statute 2010</p> <p>La Trobe University Privacy Laws and Principles</p> <p>Use of Electronic Mail for Official Correspondence with Students Policy</p>

DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	011	Policy Database Document Reference Number 112011P

Date Effective	March 2009
Next Review Date	March 2013
Keywords	academic progress, course counselling, intervention, monitoring, show cause
Owner/Sponsor	Deputy Vice-Chancellor
Author	Director, Academic Services
Contact person or area	Academic_Policy@latrobe.edu.au