

Academic Progress and Show Cause Policy

This policy deals with Show Cause, a review process for students who have not made satisfactory progress and have been assigned the progress status of Suspended or Excluded.

This policy complements the Appeals process in the case where there is dissatisfaction with an assessment result and/or progress status, which provides for a process review of progress status where students believe that a progress status has not been fairly arrived at by the application of the relevant policy.

Definitions:

- **Unsatisfactory Progress:** A student has not made satisfactory progress in accordance with the enrolment conditions and rules for the unit and course in which they are enrolled and may be assigned one of the following by the relevant course coordinator:
 - **On Probation:** must see course coordinator before re-enrolling in the course or any further units and conditions may apply to re-enrolment
 - **Suspended:** not permitted to re-enrol in the course for a period of 12 months
 - **Excluded:** not permitted to re-enrol in the course.

All postgraduate courses at The Cairnmillar Institute School of Psychology Counselling and Psychotherapy are accredited either with Australian Psychology Accreditation Council (APAC) or with Psychotherapy and Counselling Federation of Australia. As a consequence, students are required to pass all components of a course, including coursework units and/or placements and/or research. There is a limit to the number of times a student may fail and have to re-enrol in a coursework unit, placement unit or research unit.

At Cairnmillar, students may fail only one type of unit once.

- If a coursework unit is failed, the student will be required to Show Cause as to why their enrolment should be continued.
- If a student fails a placement, the Head of School and Course Coordinator will review and make recommendations. One option is to extend their placement until the competencies are at the expected level. If a student fails a placement, they will be asked to Show Cause why they should not be excluded from the course. A student will not be offered a second placement unless they can demonstrate the second placement will not result in a fail. Students in this situation will be suspended until they can demonstrate the requisite level of competencies.
- In research, if a student fails to make satisfactory progress and completed hurdle requirements as set out in the unit guides, the student may be asked to Show Cause. If a second teaching period results in unsatisfactory progress, the student will be asked to Show Cause.

'At Risk'

Where a student has been identified as 'at risk' of failure of a unit or the course. The School can restrict a student's enrolment or exclude a student from their course. The identifier of 'at risk' status is a fail or a score of less than 55 in any unit in any course.

Background

Teaching staff will identify "at risk" students in their first assignment for a unit, which is usually expected to be submitted before the 6th class. At risk status will trigger early intervention strategies to be set in place by unit and course coordinators. When end of unit assessment marks are compiled by the teaching staff, the teaching staff will review the distribution of marks and grades. This may also lead to the identification of students who meet the criterion for a Show Cause procedure.

Procedure

Unit coordinators will identify "at risk" students who have either failed or scored less than 55 on a unit. The unit coordinator will interview the student and determine the likely cause of the poor result. If the response by the student is not satisfactory, the student will be referred to the course coordinator. The course coordinator will review the academic transcript for the teaching period and the history of enrolment. If the student has failed (or scored less than 55) one other unit, the course coordinator will make a recommendation to the Head of School.

Course Coordinators will review assessments at The Cairnmillar Institute School of Psychology Counselling and Psychotherapy will contact a student regarding being identified as a student "at risk" and for academic progress to be reviewed formally.

In particular, the school will convey its intention to restrict or exclude them for one or more teaching periods of study because of unsatisfactory academic progress over the previous teaching periods of study. Students are also encouraged to seek academic advice from the Course Coordinator before continuing in the course.

If a student wishes, he/she may decide to submit an application to the Head of School who will then invite the student to attend a Show Cause hearing to consider the reasons why their academic progress has been unsatisfactory. A student does not have to attend the hearing but should notify the Head of School, Professor Denise Charman, of the decision to attend or not attend.

At the hearing a student will be allowed to be accompanied by a support person of choice. Written applications will be considered at the hearing in a student's absence. Regardless of intent to attend the hearing or not, the student should submit any supporting documentation, including a letter describing the factors which led to poor academic progress, medical certificates, letter from a doctor or counsellor, etc to the Head of School at least five days prior to the meeting.

International Students

If the student is an international student, he/she will be reminded that satisfactory progress is a condition of the student visa.

Special Assistance

If a student has a disability or needs special assistance to attend hearings, they should please advise the Head of school so that any reasonable provisions can be made.

Show Cause Hearings

The student will be notified in writing within five working days of the decision being made.

Appealing the Decision

The student can appeal to the Head of School within 14 days of the Show Cause Hearing by sending a written submission addressing the grounds for appeal and any supporting documentation for the School to consider.

Students with Special Needs, Medical Conditions and Disabilities

Students are required to advise Cairnmillar Institute at the time of enrolment if they have a disability or medical condition that might adversely affect their academic performance. Students are expected to provide external medical certificates or reports at their own expense that set out their treating doctor/s views as to whether the student is fit to undertake the particular study with regard to the medical condition or disability and any particular adjustments that may be required in order for the student to participate in the course, and the nature of those adjustments. Cairnmillar Institute also reserves the right to require the student to attend a second medical examination in order to determine whether the student is fit for study, the cost of which will be met by the Cairnmillar Institute.