

## Maintaining Satisfactory Academic Progress

Students are required to maintain satisfactory academic course progress at all times. Where **satisfactory academic course progress** is defined as:

*a student, who at their current rate of academic progress, will be able to achieve their academic goal within their course duration– as stipulated in their Letter of Offer and Acceptance.*

The yearly delivery schedule is divided into 2 x 6 month semesters – each semester consisting of 2 terms of 3 months in duration with course study breaks. Study breaks can differ from course to course. The terms are mandatory study periods during which ABI schedules training.

To maintain satisfactory academic course progress requires students to maintain a rate of progress where the student has received a competent result for 50% or more of the term requirements. For example

<b>Term</b>	<b>No of UOCs in the term i.e. term study requirements</b>	<b>How many UOCs must a student get 'Competent' (C) to maintain satisfactory progress</b>
1	4	2
2	5	2
3	6	3
4	8	4

UOC: Unit of Competency

Within each term ABI schedules the training of units of competency each with assessment due dates. Students are required to submit completed assessments by the required date (or make an appeal to the trainer/assessor for a submission extension).

The following students will receive Not Yet Competent (NYC) result:

- Students not submitting assessments
- Students submitting assessments outside of the required time
- Students submitting sub-standard assessments
- Students caught cheating / plagiarising

This might be able to be reversed if the student successfully appeals for a resubmission.

NYC results are not satisfactory academic results and will contribute to the student not achieving satisfactory academic progress.

ABI will implement an early intervention process to warn and counsel students who are *at risk* of not achieving satisfactory academic progress before a point of Unsatisfactory Academic Progress is reached.

This will result in the following being issued by Administration Office:

Academic Progress Warning Letter 1: At the point when a student is deemed not yet competent in 50% of the requirements in any mandatory study period, the Student Administration Officer will issue a First Academic Warning Letter – alerting the students to the ‘at risk of unsatisfactory course progress’ threat and inviting the student to attend a meeting with DOS.

Academic Progress Warning Letter 2 : When the Administration Officer has assessed the student as not achieving satisfactory course progress after issuance of Warning Letter 1, the Administration Officer will issue a Second and Final Warning Letter. This notifies the student in writing of ABIs for not achieving satisfactory course progress, and the only option left to the student which is to access ABIs Complaints and Appeals process as per Standard 8 (Complaints and Appeals) and that the student has 20 working days.