



S7 Duchesne College Academic Care Policy and Procedure

VISION AND VALUES OF DUCHESNE COLLEGE

Vision

Inspiring personal formation within an inclusive community and an atmosphere of wise freedom.

Values

- We believe community is a powerful catalyst for personal growth
- We are inclusive and embrace diversity
- Our social awareness impels us to act
- We value deep respect for intellectual life
- We are guided by truth, courage and confidence

INTRODUCTION AND PURPOSE

The Duchesne College experience is a holistic quality tertiary residential experience. Duchesne College prides itself on being a supportive and inclusive learning and living environment. Students enter Duchesne College at a time in their lives when they are actively building and shaping their identity and place in the modern world, as such, a Duchesne College experience should:

- Establish respectful open communication and behaviour as a measure of an outstanding academic community.
- Develop an understanding that knowledge is a continuum not a destination.
- Regard seeking assistance as a sign of strength and wisdom.
- Treat failures and mistakes as an opportunity for deeper learning within an academic framework.
- Assist students to become creative, engaged, and deep thinkers who care for the world and its problems.
- Celebrate academic success and achievement.
- Produce independent learners responsible for their own life-long learning.

In a changing and modern world, the ability to adapt, operate with flexibility, and broaden cultural awareness are critical skills to living harmoniously with students who are from different cultural backgrounds, studying different courses, and have different opinions. The Duchesne College experience helps students to formulate opinions, make thoughtful life choices and contribute in a respectful way to life beyond the tertiary classroom.

SCOPE

This policy is applicable to all Duchesne College students, both in-residence and associate members.

ACADEMIC SUCCESS

Academic success and achievement are different for each student and it is expected that each student will achieve the best results they can while enjoying a happy and healthy lifestyle. Central to this is the expectation that:

- Student health and wellbeing is inextricably associated with academic success.
- Students are responsible for their own academic success through the development of skills and the appropriate attitude towards study.
- Students are expected to maintain a minimum standard of academic progress in accordance with their institution's guidelines.
- Students are expected to maintain good academic standing with a minimum term GPA 4.0 on a 7-point scale, or the equivalent, in each teaching period.

If a student's academic progress is negatively impacted, the student will be counselled and given an opportunity to improve their academic results via a formal academic progress check with the Dean of Studies. The student will commit to a Study Success Plan whereby an approved set of steps will be undertaken to improve their academic results, including utilising academic resources more thoroughly, meeting an agreed number of times with the Dean of Studies, and investigating alternative courses that may be better suited to them.

The student may also be offered counselling with the College's counsellor should the impact of the unsatisfactory academic results extend beyond the academic success framework. Should the student's results not improve, and/or the agreed steps of the undertaking not be met, the College reserves the right to reconsider the student's continued enrolment at the College.

Duchesne College provides all students with the following resources as part of its academic program:

- Dean of Studies and Deputy Head of College (Students)
- Academic tutors
- Joan Percy-Dove Library, open 24 hours, seven day a week
- Tutorial and study rooms
- Academic and study skills workshops
- Internet and WiFi
- Music room

ACADEMIC EXCELLENCE AND MERIT

Duchesne College is proud of the achievements of its students and recognises their academic excellence at formal academic dinners. These achievements may also be publicised on the Duchesne College website and other media.

The academic benefits of College life include:

- Peer to peer learning and support
- Dedicated tutorials in areas of need
- A focus on transitional and general study skills
- A dedicated Dean of Studies to provide practical advice, guidance and counsel
- Alumni networks for placements, work experience, mentoring and other advice
- Industry engagement that expose students to the possibilities within their career path and introduce them to alumni networks
- Learning to be accountable for their own goals and efforts

COURSE CHANGES, STUDY LOAD ADJUSTMENTS AND CAREER ADVICE

The College understands that at times, students undertake courses to which they are not suited or that they are used as an alternative pathway to another course. The College also understands that for reasons such as employment, finance, health or other life circumstances, students may not always be able to uphold an equivalent full-time study load (EFTSL) of 0.500. As such, students are advised to approach the Dean of Studies or Deputy Head of College (Students) in the first instance for assistance or guidance on course change options or career advice. Requests to study part time must be requested in writing and approved by the Head of College.

ACADEMIC STANDING

Academic standing refers to the way in which a student is viewed by their tertiary institution in terms of their academic performance and progress. It is the expectation of the College that all students will maintain good academic standing within their tertiary institution. Students are expected to make academic progress, participate fully in the College community and support their fellow students in their academic endeavours by ensuring a safe and harmonious study environment.

The main measure of determining a student's academic standing is the Grade Point Average (GPA). While most students at Duchesne College will maintain good academic standing, some may encounter the following categories that will affect their ability to remain at their tertiary institution or the College:

At risk, critical failure, unsatisfactory academic progress

At risk: students identified by the College or the tertiary institution at risk of preclusion from their course if a student achieves a grade of Fail in 50% or more of the units attempted in the study period under consideration.

Critical Failure: A student will be considered to have achieved a 'critical failure' where the failure of a particular unit (subject) prevents them from continuing in their course, results in a requirement to repeat a full year of study; or has other implication for the student's ongoing progress in their studies.

Unsatisfactory Academic Progress: A student's academic progress may be considered unsatisfactory if the student attempted in accordance with their study plan, a prescribed number of units with an overall course GPA of 3.99 or less.

The categories outlined above may result in one of the following:

Progression Alert: This condition is assigned by the tertiary institutions and upheld by the College. A student is considered to be on progression alert if they have failed 50% or more of the units attempted in the study period under consideration. Students who have withdrawn without academic penalty after census date from Once PRINTED, this is an UNCONTROLLED DOCUMENT. Refer to the Duchesne College [Policy Library](#) for latest version

all enrolled courses will also be considered to be on progression alert. Students are required to meet with the Dean of Studies and/or Deputy Head of College (Students) for an academic progress check before the commencement of the next teaching period and meet regularly throughout the semester.

Progress Intervention: Where a student has not made satisfactory academic progress, or has demonstrated inconsistent academic results, they may be required to submit a Progression Improvement Plan. If the student is enrolled in a dual degree from two different faculties, they will be required to submit a Progression Improvement Plan for each faculty. Students will be required to provide reasons as to why they should continue to be enrolled in their course. If a student receives a progress intervention notice from their tertiary institution, they must inform the Dean of Studies or Deputy Head of College (Students) who will provide counsel.

SATISFACTORY ACADEMIC PROGRESS

- Satisfactory academic progress at Duchesne College is equivalent to a cumulative GPA 4.0 on a 7-point scale per standard teaching period¹.
- Subsequent to academic reporting based on the Semester/Trimester 1 results, inclusive of deferral and late results, those students with a cumulative GPA < 4.0 are asked to present at an academic progress check meeting with the Dean of Studies and/or Deputy Head of College (Students) and are considered to be on academic probation.
- The academic progress check uses the PROUD (Performance, Results, Opportunities, Understanding, and Development) strategy to identify areas and causes of underperformance with a plan to target those areas.
- Following the check, the Dean of Studies and/or Deputy Head of College (Students) will recommend further training and support in the areas identified as contributing to underperformance, for example, referencing, research skills, tutorial support, or referral to the Duchesne College Counsellor for additional support.
- Students who fail to present at the academic progress check meeting after a second invitation will be required to attend a meeting with the Head of College where the student's obligations to maintain satisfactory academic achievement within the enrolment contract will be discussed.
- Following the academic reporting based on Semester/Trimester 2 results, those students with academic probation who have a cumulative GPA < 4.0, encompassing two or more semesters/trimesters of GPA < 4.0, will be required to attend an meeting with the Deputy Head of College (Students) and the Dean of Studies for further consultation regarding academic support in accordance with the student's needs.

CONDITIONS FOR CONTINUING ENROLMENT FOLLOWING UNSATISFACTORY ACADEMIC PROGRESS

- Following successive GPA < 4.0 across two consecutive teaching periods, the student's re-enrolment for the subsequent semester or year will be reconsidered by the Head of College and financial penalty may apply.
- The student's capacity for increased academic commitment is considered in line with other extenuating circumstances pertaining to the student.
- Where the student's tertiary institution enrolment has been cancelled due to unsatisfactory academic progress or where a student has been found to have engaged in academic misconduct, the student's enrolment contract with Duchesne College may be cancelled and financial penalty may apply.

¹ Institutions operate on a Semester or Trimester calendar. Summer Semester or Trimester 3 is not considered a standard teaching period.

Once PRINTED, this is an UNCONTROLLED DOCUMENT. Refer to the Duchesne College [Policy Library](#) for latest version

CONSENT TO ACADEMIC MONITORING AND REPORTING

The College requires that all students agree that their academic transcripts and results are made available to the College during their residency.

- As a condition of enrolment at Duchesne College; at the commencement of the academic year students must agree to Duchesne College having Third Party Access to access and verify their academic records. This agreement is made between Duchesne College, students and their respective institution.
- The Australian Catholic University and a select number of other tertiary institutions do not have a standard agreement; therefore, that standard agreement is made between Duchesne College and the individual student.
- The Dean of Studies, Deputy Head of College (Students), and/or the Head of College reserve the right to access any Duchesne College student's academic records at any time for the sole purposes of monitoring academic enrolment and progress. Students must produce written evidence of their current academic transcript within 5 business days of being requested by the College.
- Dean of Studies, Deputy Head of College (Students), and/or the Head of College will only discuss that information with each other as it relates to the purpose for which it was gained; satisfactory academic progress in relation to continuing enrolment.
- Academic enrolment and progress information will only be shared with the parent(s) or guardian with the consent of the student. If the student is under 18 years of age; information will be shared with their parent(s) or guardian and students will be advised.
- Where the Duchesne College student is at risk of harm to self or others; and academic enrolment information is pertinent to assessing that risk; academic enrolment and progress information will be shared with the College counsellor, or (with the student's consent) the parent(s) or guardian.
- Duchesne College does not have the right to share the academic enrolment and progress information with any third party.

DISSEMINATION OF POLICY

The College will ensure that this policy is disseminated to residents, associate members, staff, the College Council, and other key stakeholders and is accessible on the College website and will be available on request from the College.

- Publish policy on the College's website;
- Inform prospective student, associate members, parents/guardians about applicable policies as part of their induction to Duchesne College;
- Inform new and returning students about the policy annually, and inform students of their obligations under this policy during Welcome Week and at other student information sessions;
- Ensure that staff and student leaders acknowledge that they have read and understood the applicable policies.

FEEDBACK

College staff, residents, associate members, and parents/guardians may provide feedback or inquiries about this policy by emailing: manager@duchesne.uq.edu.au

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Policy Approval Authority	Head of College
Last Updated	18 October 2023
Review Date	1 December 2024
Policy Administrator	Deputy Head of College (Students)