



## In-Term Intervention Policy

Policy Area: Academic Governance

Approval: Academic Principal

Signature:

Date:

### 1. BACKGROUND

Sheridan Institute of Higher Education has an *Academic Progression and Intervention Policy* that relates to students' progress and any intervention after the end of an academic teaching period, but has no specific strategy for prior action within a teaching period when a student is possibly at risk.

The Sheridan *Academic Progression and Intervention Policy* includes a strategy for "Monitoring of students during the teaching period to determine whether there is "risk of unsatisfactory progress".

For all students, domestic and International, Sheridan regards attendance at class and submission of assignments on due dates as important components of the learning experience and of community life.

The strategy outlined in this policy is applicable for all Sheridan students.

### 2. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Principal
Amendment of procedures consistent with the policy:	Principal
Distribution of policy:	Principal
Implementation of policy:	Principal, Registrar
Monitoring and compliance of policy:	Academic Council, Principal, Registrar
Evaluation and recommendations for amendments:	Academic Council, Principal, Registrar

### 3. MONITORING OF STUDENT PROGRESS DURING SEMESTER

- 3.1. Each lecturer will maintain a record of attendance at classes and the submission of assessment tools.
- 3.2. After two events such as unexcused absences or late submission of assignments, the lecturer will notify the Academic Principal Who will send an email to the student advising them of being at risk of unsatisfactory progress. The Director of Student Services will be copied into the email. In the email the student will be reminded of their responsibilities and consequences of failure to maintain satisfactory progress. The email will include mention of counselling available relating to both learning skills and personal issues which may be affecting study. For overseas students the email will include a reminder of their visa requirements. The email will request the student meet with one of more of the following: Academic Principal, Director of Student Services, Faculty Dean or other representative.
- 3.3. The Academic Principal will review any such students' progress mid-teaching period to determine any further action required.

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- 3.4. Up until Census Date (typically the end of Week 4 of the trimester) a student may be identified as “not a genuine student” if they do not attend any classes, do not submit any assessments and do not engage in communication with staff at Sheridan (including electronic, telephone and face-to-face). In such a case Sheridan will contact the student about re-enrolling in or discontinuing their course.

### 4. ATTACHMENTS

Notification of Student with “Risk of Unsatisfactory Progress”

### 5. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

<b>Document Title:</b>	In-Term Intervention Policy
<b>Source Documents:</b>	<i>Adapted with permission from:</i> Vose Seminary In-Semester Intervention Policy
<b>Associated Internal Documents:</b>	Academic Progress and Intervention Policy
<b>Associated External Documents</b>	
<b>Authorised Officer:</b>	Academic Principal
<b>Approved by:</b>	Dr Ray Dallin
<b>Date of Approval:</b>	26 May 2017
<b>Next Review Before:</b>	Dec 2018

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	13 Sep 2011	N/A	Draft prepared for Sheridan College and Vose College
0.02	12 Apr 2012	N/A	Reviewed by Vose College Academic Board
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration: Attachment 6.3  In-Semester Intervention Policy
1.01	16 Dec 2014	Chairperson, Board of Directors	Change to version control box
1.02	25 May 2017	Academic Principal	Updated to conform with Sheridan College’s revised academic calendar
1.03	15 April 2019	Academic Principal	Replace “letter” with “email”. Additions relating to overseas students in 3.2 Additional point (3.4) to identify students who are genuine or not.

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1.04	27 Oct 2020	Executive Principal	References to "Sheridan College" changed to "Sheridan Institute". Update of logo to "Sheridan Institute of Higher Education" logo.
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