ATTENDANCE REQUIREMENTS & INTERVENTION STRATEGIES

Policy
Attendance at classes and scheduled sessions at AMPA is compulsory. The course material in each unit is covered in class sessions on-campus, and there are no alternative delivery arrangements in place. The specific requirements for each unit are detailed in the Course Unit Outline, and academic progress in each unit is monitored according to these published requirements. Students are expected to be aware of the requirements for each unit.

Monitoring
Because AMPA believes that attendance and participation in scheduled classes are essential to the learning process, attendance records are maintained.

All students are expected to attend a minimum of 80% of all classes (no more than two unexplained absences in a given subject in a given semester), and students will notified when they are not maintaining the required attendance level.

In the case of Principal Study, Performance Class, Performance Art, Audio Technology, Music Production, Digital Technology, Ensemble, Acting and all Dance units a three or more unexplained absences will result in the failure of that unit and a grade of TF will be recorded on their transcript. All explanations of absence must be accompanied by a medical certificate or similar supporting documentation. The documentation must be submitted to administration before the end of each trimester.

For all other classes, students who have been notified that their attendance has dropped below 80% will be identified as being at risk.

Lateness to lessons or classes is considered to be unacceptable. If a student is more than 15 minutes late to a class three times, without gaining prior consent from the lecturer, this will be recorded as an absence.

Appeal
Where a student appeals a grade of fail, based on attendance, medical certificates or similar supporting documentation must accompany the appeal.

Intervention Process
During Semester
The lecturer monitors progress at the unit level. If a student ceases to maintain satisfactory academic progress in a unit during the semester, the lecturer will normally activate an early intervention strategy through discussion of the issues with the student and Head of School/Department. Early intervention strategies might include arranging for the student to attend a tutorial or study group, or receive mentoring.

If difficulties persist, the lecturer will normally consult the Campus Dean or Head of School/Department, who will work with the student to provide the best opportunity for the student to successfully maintain academic progress. Strategies here may include advising the student to:

- complete an academic skills program;
- receive individual case management;
- attend counselling;
- receive assistance with personal issues which are influencing progress;
- be placed in a suitable alternative unit within a course;
- reduce their study load.

Where a student behaves in a manner that would adversely affect learning outcomes, the Campus Dean is notified and would issue a verbal, and possibly a written warning. It should be noted, however, that a student needing this warning may have already missed too much class work to succeed in passing the unit.

End of Semester

At semester end students who do not pass 50% of their enrolled units are reported to the Teaching and Learning Committee as failing to maintain minimum academic progress. Where there are no mitigating circumstances, the Committee places such students on probationary status for the following semester. They receive with their results a written formal notification and a copy of the Rules of Progression policy explaining what the probationary status means. The probationary status is normally lifted when the student passes all their enrolled units in the following semester.

This end-of-semester intervention strategy aims to warn students of the seriousness of the situation, and to highlight the need for the student to access support services and work closely with staff to ensure they succeed in meeting the requirements of the provisional status.

The Campus Dean will monitor the progress of any student on provisional status, and will remind the student of support services that are available, and will ensure international students are compliant with their visa conditions. Students who wish to defer their study or apply to reduce their study load can discuss this with the Campus Dean.

In the case of International Students who have failed more than 50% of the course requirements in a study period, the written formal notification includes a warning that failure to satisfy the requirements of their provisional status will result in them being excluded from their course and reported to the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE). This may lead to the cancellation of the student’s visa.

Any formal notification will refer students to AMPA’s appeals processes and advise them that they are able to access the Student Grievance Policy within 20 working days.

In summary, AMPA encourages open dialogue between staff and students at all stages of the students’ academic program so that problems and difficulties can be identified and overcome before they affect course progression. Staff will document their monitoring and intervention strategies to ensure students receive the best possible assistance to achieve their study goals.

**Procedure Details**

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