



C-3.3 Academic progress procedure

1. Purpose

To describe how the AVA identifies and supports an AVA CVP Student who is experiencing difficulty progressing through their program of study.

2. Scope

This procedure applies to all AVA CVP Students.

3. Procedure Overview

The AVA recognises that an AVA CVP Student's ability to successfully progress through their studies may vary throughout the Accreditation Program due to a range of factors such as family or health issues or financial pressures. Progress is proactively monitored to identify AVA CVP Students whose satisfactory progress may be at risk. This allows AVA CVP Students to be provided with support to assist them to realise their learning potential.

4. Procedures

All AVA CVP Students are expected to maintain a satisfactory standard of academic achievement in order to progress through and complete their Accreditation Program within the required timeframe. This is referred to as successful Academic Progress.

Academic Progress is reviewed at the end of each Study Period in which the AVA CVP Student is enrolled. Study Periods in which an AVA CVP Student is not enrolled and for which Leave of Absence is approved will not impact an AVA CVP Student's Academic Progress.

4.1 Intervention strategies

The AVA employs a range of strategies to assist AVA CVP Students to realise their learning potential, including:

- identifying as early as possible AVA CVP Students who may be experiencing difficulty progressing in their enrolled Course;
- notifying AVA CVP Students experiencing difficulty progressing to raise awareness of the support opportunities available to help them improve their progress;
- providing proactive advice and support to assist AVA CVP Students in developing strategies to address the factors impacting their progress.
- identifying AVA CVP Students who are unable to complete their Accreditation Program requirements (i.e. accreditation requirements and/or inherent requirements) and providing them with alternative educational pathways, where possible.

4.2 Academic Progress stages

The stages of [Academic Progress](#) are shown in the table below.

Stage	Description
Stage 1: Unsatisfactory Progress	The AVA CVP Student has failed to meet assessment or attendance requirements within a Course .
Stage 2: At risk of Exclusion	The AVA CVP Student has failed to remediate assessment or attendance requirements and is at risk of Exclusion from the AVA CVP, with no automatic right of readmission.

4.3 Stage 1: Unsatisfactory Progress

The purpose of Stage 1 is to identify [AVA CVP Students](#) who may need access to support or services to assist in realising their learning potential and improving their academic performance. The nature of the support will vary according to the needs of the individual [AVA CVP Student](#).

Following the release of assessment marks within a [Course](#), the AVA will notify an [AVA CVP Student](#) they have been identified as being at risk of not progressing satisfactorily through the [Course](#) where:

- (a) the [AVA CVP Student](#) has failed to submit an assessment task within the required submission time; OR
- (b) the [AVA CVP Student](#) has failed to achieve the required passing mark for the assessment task, OR
- (c) the [AVA CVP Student](#) has failed to meet a participation hurdle.

In notifying the [AVA CVP Student](#), the AVA will provide:

- advice on opportunities to undertake remedial assessment and/or participation activities (if available);
- referral information to professional support services available to the [AVA CVP Student](#) (at no cost to the [AVA CVP Student](#));
- referral to relevant policy and procedure for assessment of *B/3.5 Assessment of special circumstances procedure* and *C/3.6 Withdrawal without academic penalty and with fee reversal procedure*.

4.4 Stage 2: At risk of Exclusion

Following the release of results at the end of each [Study Period](#), the AVA will issue [AVA CVP Students](#) who have failed the course with a [Notice](#) of intention to exclude them from the AVA Chartered Veterinary Practitioner [Accreditation Program](#) and give them an opportunity to [Show Cause](#) why they should not be [Excluded](#).

4.5 Responding to a Notice of Intention to Exclude/the Show Cause process

Where [Academic Progress](#) is deemed unsatisfactory, an [AVA CVP Student](#) will be invited via email to provide a written submission to the [AVA CVP Academic Program Director](#) to demonstrate why they should not be [Excluded](#) from their program via a show cause submission. [AVA CVP Students](#) have 10 business days to respond to the 'Notice of intention to exclude' with a show cause submission, in accordance with the submission instructions provided in the [Notice](#), unless [Special Circumstances](#) apply (see the *B/3.5 Assessment of special circumstances procedure*). An [AVA CVP Student](#) may also be invited to attend a meeting with the [AVA CVP Academic Program Director](#) (or nominee) as part of the assessment of the [Show Cause](#) process outlined in section 4.6.

An [AVA CVP Student](#) who does not lodge a [Show Cause](#) submission in response to the 'Notice of intention to exclude' within the required timeframe will become an excluded [AVA CVP Student](#) with no right to [Appeal](#) the [Exclusion](#).

4.6 Outcome of Show Cause process

The [AVA CVP Academic Program Director](#) (or nominee) is responsible for assessing [Show Cause](#) submissions and will:

- consider the [AVA CVP Student](#)'s academic record and any information provided in a written submission;
- consider the strategies and support services that might assist the [AVA CVP Student](#) to improve their academic performance;
- establish whether the [AVA CVP Student](#) has the capacity to complete the program.

Evidence that an [AVA CVP Student](#) has engaged with any remedial opportunities provided by the [AVA](#) will be taken into consideration when reviewing a [Show Cause](#) response.

If the [Show Cause](#) submission is not successful, the [AVA CVP Student](#) will be:

- notified within 10 business days of receipt of the [Show Cause](#) submission that they will be [Excluded](#) from the [Accreditation Program](#);
- advised they have the right of [Appeal](#), as per the *C/8.2 Student appeal procedure*; and
- notified of any specific conditions that they will need to meet prior to any future program readmission.

4.7 Period of Exclusion

This period of [Exclusion](#) may be up to 12 months at the discretion of the [AVA CVP Academic Program Director](#) and will be communicated to the [AVA CVP Student](#) as part of the email notification of [Exclusion](#).

Excluded [AVA CVP Students](#) remain students of the [AVA](#) and are permitted to access support services. Excluded [AVA CVP Students](#) are encouraged to remain engaged with [AVA](#) support resources which can be used to support their application for readmission.

Prior to the [Exclusion](#) period ending, [AVA CVP Students](#) will be contacted to discuss an application for readmission to their program, an application for a [Leave of Absence](#) or cancellation of their [Enrolment](#). [AVA CVP Students](#) who do not apply for [Admission](#)/readmission or a [Leave of Absence](#) at the end of their period of [Exclusion](#) will automatically have their [Enrolment](#) cancelled.

4.8 Appeal against Exclusion

An AVA CVP Student who is Excluded following an unsuccessful Show Cause submission may Appeal the Exclusion Decision, as per the C/8.1 Student grievance resolution procedure. AVA CVP Students should refer to the C/8.2 Student appeals procedure for further guidance.

If an Appeal is lodged, the Exclusion will come into effect at the end of the Appeal period or when the outcome of their Appeal is determined.

The AVA will maintain an AVA CVP Student's Enrolment as active while an Appeal is ongoing.

Where an AVA CVP Student's Appeal against Exclusion is upheld, the AVA CVP Student may resume their Enrolment in the program from which they were Excluded under such conditions as determined by the AVA CVP Academic Program Director.

Where an AVA CVP Student's Appeal against Exclusion is upheld, they will be permitted to Enrol in future Study Periods.

Where an AVA CVP Student's Appeal against Exclusion is not upheld, the AVA CVP Student's Enrolment in any Courses will be immediately terminated and the Enrolment record and financial liability removed.

Should an AVA CVP Student already have received a Final Grade for any Courses undertaken whilst an Appeal is being considered, the status of these Grades will be determined by the AVA CVP Academic Program Director.

4.9 Readmission following Exclusion

AVA CVP Students seeking readmission from Exclusion must apply for readmission to their program of study based on the Admission requirements to gain entry to the relevant program at the time of the readmission application.

AVA CVP Students will be required to demonstrate changes in circumstances, capability or motivation to show that they are capable of successfully completing the program.

AVA CVP Students seeking readmission may be required to be interviewed by the AVA CVP Academic Program Director or nominee. Readmission will be approved by the AVA CVP Academic Program Director.

An AVA CVP Student has the right to Appeal the Decision of the AVA not to readmit them to their program of study or transfer to another program of study, in accordance with the C/8.2 Student appeals procedure.

5. References

Nil.

6. Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7. Policy Information

Accountable Officer	AVA Chief Executive Officer
Responsible Officer	Head of Education and Events
Policy Type	AVA Education Policy
Policy Suite	Section C – Admission, enrolment and progression
Subordinate Schedules	Nil
Approved Date	4 December 2023
Effective Date	4 December 2023
Review Date	30 April 2026
Relevant Legislation	
Related Policies	<p>AVA Code of Conduct</p> <p>B-3.1 Assessment policy and procedure</p> <p>C-3.1 Admission policy and procedure</p> <p>C-3.2 Enrolment policy and procedure</p> <p>C-8.1 Student grievance resolution policy and procedure</p>
Related Procedures	<p>B-3.5 Assessment of special circumstances procedure</p> <p>C-3.5 Leave of absence procedure</p> <p>C-8.2 Student appeals procedure</p>
Related forms, publications and websites	AVA Chartered Veterinary Practitioner Website
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Academic Progress Describes the status of an AVA CVP Student's progress towards successful completion of their Course(s) for each Study Period and towards completion of Accreditation Program within the maximum given timeframe. AVA CVP Students who are successfully progressing through their studies would not be assigned to any of the Academic Progress stages outlined in the AVA CVP Student Academic Progress Procedure.</p>

	<p>Accreditation Program The sequence of study leading to the completion of mandatory training.</p> <p>Admission The process of submission and assessment of application for entry to study at the AVA</p> <p>Appeal A formal, written request made by an AVA CVP Student to a higher authority to have a Decision overturned.</p> <p>AVA The term 'Association' or 'AVA' means the Australian Veterinary Association Limited.</p> <p>AVA CVP Academic Program Director The AVA CVP Academic Program Director is the professional responsible for academic administration of the AVA CVP Education Pathway.</p> <p>AVA CVP Student A person who is admitted to the AVA CVP Accreditation Program offered by the AVA and is:</p> <ul style="list-style-type: none"> • currently enrolled in one or more Courses; or • not currently enrolled but is on approved leave of Absence or whose Admission has not been cancelled. <p>Course A discrete element of a program, normally undertaken over a single Study Period, in which the AVA CVP Student enrolls and on completion of which the AVA CVP Student is awarded a Grade.</p> <p>Decision A determination made by an AVA employee, contractor or other authorised delegate in the course of their duties on behalf of the AVA.</p> <p>Enrolment The process of admitting an AVA CVP Student to one or more Courses for the current Academic Year</p> <p>Exclusion Prohibition from enrolling in the Accreditation Program or a Course for a specified period.</p> <p>Grade A Grade is a code that indicates the status of the Assessment of an AVA CVP Student's performance against the learning objectives of a Course.</p>
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Leave of Absence

An approval granted to an AVA CVP Student to cease formal study as an enrolled AVA CVP Student for a specified period of time.

Notice

A Notice from the AVA is a document, whether physical or electronic.

A Notice may be:

- given by hand to the addressee or delivered to the address provided by the addressee to the AVA; or
- sent by registered or pre-paid mail to the address provided by the addressee to the AVA; or
- sent by electronic communication to an AVA CVP Student during the period of Enrolment until the completion of their program; or
- sent by electronic communication to the email address provided to the AVA by an addressee not enrolled at the AVA.

A Notice is taken to be received if:

- given by hand to the addressee or delivered to the address provided to the AVA by the addressee; or
- sent by registered or pre-paid mail - three business days after the date of posting; or
- sent by electronic communication - at the time that would be the time of receipt under the Electronic Transactions Act 1999 or its succeeding legislation.
- A Notice that would be deemed to have been received out of business hours or on a business day will instead be deemed received on the next business day.

Show Cause

The Show Cause process is a formal process that allows an AVA CVP Student to present their case as to why they should not be Excluded from their studies due to unsatisfactory Academic Progress.

Special Circumstances

Matters which are, in most cases, beyond the control of an AVA CVP Student and which will impact their capacity to progress with their planned program of study or meet a submission deadline. In some legislation, Special Circumstances are referred to as “compassionate and compelling circumstances”.

	<p>Study Period The period during which a Course is offered, instruction is provided, learning is undertaken and Assessment is carried out.</p> <p>Definitions that relate to this policy only</p> <p>Nil.</p>
Keywords	Appeal, Academic Appeal, General Misconduct, Academic Misconduct, Student Grievance
Record No	

Complying with the law and observing AVA Policy and Procedure is a condition of working for, and volunteering with, the Australian Veterinary Association.