

- 4.3 Students who are identified as at risk of failing to meet course requirements will have an intervention strategy negotiated to support their academic progress.
- 4.4 SAIBT and CELUSA make available high quality support programs to all students, as well as specific support negotiated as part of an intervention strategy.

5 Responsibilities

The table below sets out the responsibilities of positions/areas in relation to the *Student Attendance Policy* and related procedure:

POSITION/AREA	RESPONSIBILITY
Academic Director, SAIBT; Academic Director, CELUSA	Ensure all academic staff understand their responsibilities under this policy and related procedures.
Deputy Academic Director, SAIBT; Academic Director, CELUSA (or nominees)	Oversee and implement the policy and procedures Counsel students who are found to be at risk of unsatisfactory academic progress. Negotiate appropriate intervention strategy and support for students who are found to be at risk of unsatisfactory academic progress.
Academic Teaching Staff	Understand this policy and related procedures. Record academic results accurately and promptly.
Student Services Centre Staff	Accurate and timely processing of risk reports, and notification of at risk status to students, appropriate academic staff and legislative authorities.
Students	Adhere to the course progress requirements of the courses enrolled, as described in the procedures. Meet the conditions of any negotiated intervention strategy.

6 Related Procedures

- SAIBT Student Progress and Intervention Procedure
- CELUSA Student Progress and Intervention Procedure

7 Dissemination

- Students will be informed of this policy at orientation and via the policy and forms page of the SAIBT and CELUSA websites.
- All staff will be informed of this policy at induction

8 Policy Revision

This policy may be revised from time to time without notice. The current version is always available in electronic form from the SAIBT and CELUSA websites.