Objectives

To ensure that WCI has effective mechanisms to identify students “at risk” in terms of their academic progress or personal well being and that appropriate support and counselling is provided for any student considered to be “at risk” under the policy guidelines.

To ensure that WCI provides a supportive academic learning environment for all students. In particular for those students deemed to be at risk because of learning, English language, physical or any other disability.

Guidelines

The WCI Academic Board identifies the following students as being “at risk” in terms of their academic progress or personal well being:

- Students consistently not attending classes. In particular, students attending less than eighty percent of class time in all or most of their subjects each week.

- Students who have more than one failure occurrence in more than one subject each semester.

- Any student having difficulty managing the rigours of academic assessment requirements or other academic demands.

- International or country students displaying physical or emotional signs of, or verbally complaining of, homesickness or feelings of melancholia.

- Students displaying physical or emotional signs of, or verbally complaining of, stress, anxiety or depression especially prior to, during, or after examinations or major assignment submissions.
• Students who are showing signs of learning or reading disability.

• Students with English as a second language who are showing signs of language or comprehension difficulties.

• Any student showing signs of an apparent medical, physical or emotional condition or other illness.

• Learning support will be provided to those students who require it regardless of whether or not they have learning, English language, physical or any other disability, as outlined in the current WCI Learning Support Policies.

Administrative procedures

• All full and part-time academic staff members are required to monitor all students under their care and identify any student that would be considered to be “at risk” in terms of their academic progress or their personal well being.

• The Manager Higher Education is to be notified in writing, of any student considered to be “at risk” utilising the current WCI student at risk form and submitting this to the relevant authority as soon as possible, or within twenty-four hours of the student being identified as possibly being, “at risk”.

• Students identified as being “at risk” will be contacted by the Manager Higher Education, either in writing or by telephone and asked to meet with the Manager for an informal discussion. After this time, the student will be directed to the student counsellor in the first instance, for assessment and guidance, and referral to a medical or other authority if necessary.

• During staff orientation sessions the student counsellor will speak with staff members on the means of indentifying students “at risk” and how staff members might receive assistance with this from the WCI Counselling Service. Information on staff requirement to monitor students “at risk” will be placed in the staff appointment contract and on the WCI Staff website.

• During student orientation sessions the student counsellor will speak with students about managing the rigours of academic life and how to find assistance with managing the academic demands that may affect their academic performance and feeling of well being. Students will also be informed of all WCI learning support services available to students and the procedures for students who wish to seek learning support assistance.

• Information on management of the demands of academic life and seeking confidential assistance with this will be placed in the Student Orientation and Course Handbooks, and on the Student Higher Education website.

Any student who requires assistance with accessing learning support assistance will need to speak with their subject lecturer or course co-ordinator in the first instance. The subject lecturer or course co-ordinator will then assist the student with accessing the appropriate WCI support service. Learning support will not be denied to any student who wishes to avail themselves of the service and will be provided to all students regardless of whether or not they have learning, English language, physical or any other disability.