**STUDENT PROGRESS - Draft**

*Equity, Transparency & Consistency*

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**Student**

- Run AMS Student Progress Query of all students enrolled in program.

  - Exit process.

  - **Are there any “at risk” or “exclusion” students?**

    - **Yes**
      - Produce letter to attend interview / inform process.
      - Schedule appointment for interview.
      - Provide student with copy of interview sheet.
      - Formally advise student of process and undertake interview. ‘At risk’ students are to have negotiated & agreed plans of action.

    - **No**
      - Student receives letter and contacts the faculty.

- Student receives letter by post.

  - Student may decide to appeal. Needs to submit within 10 days of receiving.

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**Administration Staff**

- Produce letter advising decisions reached in interview for “at risk” students.

- Schools produce letters advising decisions reached in interview for “at risk” students.

- Schools recommends “exclusions” to the Faculty.

- Faculty produces letters to “excluded” students, advising decisions reached in interview. Copy forwarded to RMIT International where applicable.

- Documents forwarded to student’s home school for filing.

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**Academic / Teacher**

- Exit process.