



EYNESBURY
COLLEGE

HEP ACADEMIC STANDING POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

Eynesbury College is committed to the delivery of high quality academic outcomes for students through the regular monitoring and assessment of students' academic standing and through the provision of high quality support.

This policy sets out the means by which Eynesbury College Higher Education Programs meet that commitment of delivery of high quality academic outcomes for students.

A.2 Scope

This policy applies to all students of Eynesbury College enrolled in the Higher Education Programs (HEP).

A.3 Definitions

Word/Term	Definition
Academic Standing	Academic Standing describes a student status within the context of his or her progression through academic programs
Academic support program	A series of activities to enhance academic skills and/or English proficiency
Assessment	For the purposes of this policy this refers to a formal evaluation of a student's academic progress normally undertaken at the end point of each study period
At risk of making unsatisfactory academic progress	At the conclusion of a study period, a student who failed 50% or more of their modules
Compassionate or compelling circumstances	Circumstances beyond the control of the student that have occurred since the student accepted an offer at Eynesbury College and have significantly impacted on the student's well-being or progress
Consecutive	Following on from each other irrespective of any break in studies
Good	A level of academic standing for students at the start of their program or who are making satisfactory academic progress , i.e. students whose status is neither Probation or Unsatisfactory
Intention to Preclude	Student is advised their place in the program will be discontinued
Intention to Report	Student is advised they are to be reported for unsatisfactory academic progress and will be precluded from the program
Module	A single unit of study that counts towards completion of a program

Probation (Intervention Level 1)	A level of academic standing for students identified as at risk of unsatisfactory academic progress
Program	An approved combination of approved modules in which a student is enrolled
Satisfactory academic progress	A student who passes more than 50% of their study period's modules and completes an academic support program if on Probation
Study load	The amount of study the student is committed to in the current study period
Study period	12 teaching week trimester
Unsatisfactory (Intervention Level 2)	A level of academic standing for students identified as having made unsatisfactory academic progress
Unsatisfactory academic progress	<p>A student who has been identified as making unsatisfactory academic progress based on one or more of the following conditions:</p> <p>Any student that does not change their program given they:</p> <ul style="list-style-type: none"> • failed 50% or more of their study period's modules in two consecutive study periods <u>or</u> • failed to complete an academic support program while being on Probation

A.4 Acronyms

Abbreviation	Phrase or Word
HEP	Higher Education Programs

SECTION B - POLICY STATEMENT

B.1 Principles

Eynesbury College monitors, records and assesses the academic standing of each student for the program and modules in which the student is currently enrolled.

Eynesbury College is committed to the implementation of an intervention strategy for any student who is at risk of making unsatisfactory academic progress and for any student whose progress is unsatisfactory by offering effective support mechanisms.

B.2 Policy

1 Monitoring of student progress

- 1.1 Students' progress for the modules in which they are currently enrolled will be monitored, to identify those who may need additional help, and appropriate support mechanisms will be provided.
- 1.2 Eynesbury College will assist students' academic progress during each study period if identified as necessary.
- 1.3 Eynesbury College will assess students' academic progress at the end of each study period.
- 1.4 Students identified as **at risk** of making unsatisfactory academic progress, will be placed on Probation. Students on probation who have made unsatisfactory academic progress will be escalated to Unsatisfactory.
- 1.5 Students who have failed a module for the second time in the program may be escalated to Unsatisfactory, determined by the Academic Directorate on a case by case basis. Students who have failed a module for the third time in the program will be escalated to Unsatisfactory.
- 1.6 Academic Standing levels are assessed over the duration of the program and a student will be assigned a status (Good, Probation or Unsatisfactory) for each study period.

2 Intervention for at risk students

- 2.1 Students identified as at risk of making unsatisfactory progress will be offered counselling and an academic support program will be required during the next study period's enrolment.

2.2 Probation: Intervention Level 1

- 2.2.1 Students identified as at risk of making unsatisfactory academic progress will be issued with a Probation letter, and:
 - contacted following their re-enrolment to arrange a counselling session to discuss their progress
 - enrolled in an academic support program
- 2.2.2 Students who have failed to satisfactorily complete the academic support program may be escalated to Unsatisfactory regardless of their study period's outcome.

2.3 Unsatisfactory: Intervention Level 2

- 2.3.1** Students identified as having made unsatisfactory academic progress will be:
- contacted following their re-enrolment to arrange a counselling session to discuss their progress
 - enrolled in an academic support program
 - issued with an Intention to Report and may have their Confirmation of Enrolment cancelled (International students)
 - issued with an Intention to Preclude (Domestic students)

2.4 Study Loads

2.4.1 The maximum study load allowed is four modules per study period, however a student may be permitted to study up to five modules in one study period of their program, to complete their program within the duration of their CoE.

2.4.2 All students must be enrolled in three or four modules, unless they qualify for an approved load reduction under one or more of the following criteria: the student has

- compassionate or compelling circumstance
- not met pre-requisite requirements
- the potential to graduate

3 Appeals

3.1 Students who wish to lodge an appeal may do so in accordance with the **Student Grievances and Appeals Policy**.

4 Re-admission

4.1 A student who has been precluded from a program may apply for re-admission. Students wanting to re-apply may do so in accordance with the **Admissions Policy**.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	HEP Academic Standing Policy
Policy Owner	Academic Director, Eynesbury College
Approving Authority	Eynesbury College Academic Board
Initial Issue date	01/2019
Directory Location	Policies, Eynesbury, Academic Directorate

C.2 Version Control

Current Version Number	3.0
Date of Effect	05/2023
Review Date	01/2025
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Education Services for Overseas Students (ESOS)
Higher Education Standards Framework 2021
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

HEP Academic Standing Procedure

D.2 Related Policies

Admissions Policy

Student Grievances and Appeals Policy