



SAIBT ACADEMIC STANDING PROCEDURE

SECTION D - PROCEDURE

Related Policy

SAIBT Academic Standing Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Monitoring of student progress	
Student and Academic Services	1.1	At the end of the study period run search functions to identify student's Academic Standing.	
	1.2	Apply new Academic Standing to student record with the relevant criteria into the student management system.	
	1.3	Advise the Academic Directorate of student numbers of each Academic Standing level.	
	2	Academic Standing Letters	
Student and Academic Services	2.1	Enter the relevant criteria into the student management system.	
	2.2	In the student data management system, use the email message template to forward the Academic Standing letters (per Academic Standing level). Note: post enrolment for students who have a deferred assessment or an appeal in progress.	
Student	2.3	Read the Academic Standing email and take any required actions detailed in the letter.	
	3	Appeals	
Student	3.1	If you want to lodge an appeal refer to the Student Grievances and Appeals Policy and Procedure .	
	3.2	If you have lodged an appeal you must maintain your enrolment and continue to attend classes during the appeal process.	
	4	Re-admission	
Student	4.1	Refer to the Admissions Policy and Procedure if you have been precluded from a program and want to apply for re-admission.	

D.2 Supporting Documentation

Forms/Records	Retention Time	Location
Academic Standing email template Warning		Navigate
Academic Standing email template Probation		Navigate
Academic Standing email template Contract		Navigate
Academic Standing email template Unsatisfactory		Navigate
Probation Online form		Navigate
Academic Contract		Navigate

Related Material

Name	Location
Admissions Policy and Procedure	Web / SharePoint
Student Grievances and Appeals Policy and Procedure	Web / SharePoint

D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial Procedure	Student and Academic Services Manager	10/2016	Public

