



University of
South Australia

Centre for
English Language

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 (SAS)	1.1	At the end of the study period run search functions to identify students' 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	
SAS	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, which may have conditions, and continue to attend classes during the appeal process.	
SAS	3.3	If the appeal is upheld remove the Unsatisfactory Academic Standing and change to Probation Academic Standing.	
	3.3.1	Issue a Probation reminder letter to the student outlining the requirements of Probation Academic Standing.	
Student	3.3.2	Take any actions as outlined in the Probation reminder letter.	

Responsible	Procedure Steps		W/I
Academic Directorate		3.3.3 Monitor students' compliance of conditions at pre-determined point during study period. If they do not comply with these requirements re-assess their Academic Standing level within the study period.	
SAS	3.4	If the student does not lodge a Stage 4 appeal within 10 working days, or the Stage 4 appeal is not upheld, report the student to Immigration for unsatisfactory academic standing.	
	4	Change of Program	
Student	4.1	Complete Change of Program request form Note: If you have Unsatisfactory Academic Standing in your current program, you will need to appeal and have the appeal be upheld to before you can be offered a place in a new program.	
SAS	4.2	Process the Change of Program request.	
Academic Directorate	4.3	Review the request and notify SAS of the outcome.	
SAS	4.4	If the change of program is approved, modify student's enrolment in Navigate. Previous Academic Standing will not affect new program and academic standing will re-set.	
	5	Re-admission	
Student	5.1	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

Form templates	Location
Academic Standing email template Warning	Navigate
Academic Standing email template Probation	Navigate
Academic Standing email template Unsatisfactory	Navigate
Probation online form	Navigate
Academic Contract	Navigate
Change of Program form	Student and Academic Services

Related Material

Name	Location
Admissions Policy	SAIBT Policies and Procedures webpage
Admissions Procedure	SAIBT Policies and Procedures webpage
Student Grievances and Appeals Policy	SAIBT Policies and Procedures webpage
Student Grievances and Appeals Procedure	SAIBT Policies and Procedures webpage

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	2.0
Date of Effect	9/2019
Privilege Level	Public