



University of  
South Australia

Centre for  
English Language

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# SAIBT ACADEMIC STANDING PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

SAIBT Academic Standing Policy

### D.1 Procedure

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

## D.2 Supporting Documentation

Form templates	Retention time	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

### 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

## D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial version	Academic Director	9/2014	Private
v1.1	'Contract' changed to 'probation' D.2 Documentation updated	Academic Director	8/2018	Private
v1.2	"... which may have conditions" added to 3.2	Academic Director	9/2018	Private