



SAIBT STUDENT LOAD MONITORING PROCEDURE

SECTION D - PROCEDURE

Related Policy

Student Load Monitoring Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	End of trimester requirement	
Program Support	1.1	At the end of the trimester run reports that monitor student load for the trimester.	
	1.2	Send the report to the Academic Director for review.	
Academic Director	1.3	Review the report.	
Program Support	1.4	Action the report and adjust the student's study load accordingly.	
	2	Student requests for increase or reduction to study load	
Student	2.1	Make an appointment to speak with the Academic Coordinator.	
Academic Coordinator	2.2	Discuss the reasons for the increase or reduction of the study load and assess the consequences.	
	2.3	If the student is a sponsored student check with the sponsor before any approvals are made.	
	2.4	If the decision to increase or reduce the load is approved update the student systems accordingly.	
Program Support	2.5	If a reduced load has been approved extend the CoE once it has expired.	
	3	Appeals	
Student	3.1	If your request for a reduced or increased is not approved and you wish to appeal you can lodge an appeal in accordance with the Grievances and Appeals Policy and Procedure.	

D.2 Supporting Documentation

Related material	Location
None	

Form templates	Retention time	Location
None		

Records (including completed forms)	Retention time	Location
End of trimester load monitoring report		

D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial version	SAIBT Academic Director	10/2014	Public