



**EYNESBURY**  
**COLLEGE**

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# HEP ACADEMIC STANDING POLICY

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## SECTION A - INTRODUCTION

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### 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 meets 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
Consecutive	Following on from each other irrespective of any break in studies
Good	A student 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 50% or more of their study period's modules and does not fail a repeated module and completes an academic support program if on Probation
Study period	13 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"> <li>• failed 50% or more of their study period's modules in two consecutive study periods</li> <li><u>or</u></li> <li>• failed a repeated module</li> <li><u>or</u></li> <li>• failed to complete an academic support program while being on Probation</li> </ul>

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
HEP	Higher Education Programs

## SECTION B - POLICY STATEMENT

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### 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 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 or who have failed a module for the second time in the program will be escalated to Unsatisfactory.
- 1.5 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 trimester's enrolment.
- 2.2 **Good**
  - 2.2.1 A student at the start of their program or one who is making satisfactory academic progress.
- 2.3 **Probation: Intervention Level 1**
  - 2.3.1 Students identified as at risk of making unsatisfactory academic progress for the first time will be:
 

Issued a Probation letter, and:

    - contacted following their re-enrolment to arrange a counselling session to discuss their progress
    - given a 25% (a single module) reduction in study load (unless approved otherwise by the Academic Directorate)
    - enrolled in an academic support program
  - 2.3.2 Students who have failed to satisfactorily complete the academic support program may be escalated to Unsatisfactory regardless of their trimester's outcome.

## 2.4 Unsatisfactory: Intervention Level 2

- 2.4.1 Students identified as having made unsatisfactory academic progress will be:
- contacted following their re-enrolment to arrange a counselling session to discuss their progress
  - given a 25% reduction in study load (unless approved otherwise by the Academic Directorate)
  - 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)

## 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

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### C.1 Responsibility

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

### C.2 Version Control

<b>Current Version Number</b>	1.2
<b>Date of Effect</b>	11/2019
<b>Review Date</b>	1/2022
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Education Services for Overseas Students (ESOS)</a>
<a href="#">Higher Education Standards</a>
<a href="#">The National Code of Practice 2017</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

HEP Academic Standing Procedure

### **D.2 Related Policies**

Admissions Policy

Student Grievances and Appeals Policy