



EYNESBURY
COLLEGE

HEP ACADEMIC STANDING PROCEDURE

SECTION D - PROCEDURE

Related Policy

HEP Academic Standing Policy

D.1 Procedure

| Responsible | Procedure Steps | | W/I |
|--------------------------------------|-----------------|---|-----|
| | 1 | Monitoring of student progress | |
| Student | 1.1 | Ensure you have read and understood the HEP Academic Standing Policy. | |
| Academic Directorate | 1.2 | Contact students during the trimester if it is considered that they are in need of additional academic support. | |
| | 1.3 | When notification of results is sent at the end of trimester, notify students that failing a module (or modules) may impact their academic standing or enrolment and refer to the HEP Academic Standing Policy . | |
| | 2 | Reporting | |
| Academic Directorate | 2.1 | At the end of the study period generate the Academic Standing Report after approval of results by the HEP Board of Examiners (BoE). | |
| | 2.2 | Send the Academic Standing Report to Student and Academic Services. | |
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| | 3 | Intervention letters | |
| Student and Academic Services | 3.1 | Enter the relevant academic standing status/risk entry into the student management system. | |
| Student and Academic Services | 3.2 | Generate the Intervention Letters and send them to the students through the student management system. | |
| Student | 3.3 | Read the Intervention Letter and take any required actions detailed in the letter. | |
| Academic Directorate | 3.4 | Provide academic counselling and support as required and based on the student's intervention level. | |
| | 4 | Appeals | |

| Responsible | Procedure Steps | | W/I |
|-------------|-----------------|---|-----|
| Student | 4.1 | If you want to lodge an appeal refer to the Student Grievances and Appeals Policy and Procedure . | |
| | 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

| Related material | Location |
|---|-------------------|
| Admissions Policy and Procedure | Eynesbury Website |
| Student Grievances and Appeals Policy and Procedure | Eynesbury Website |

| Form templates | Location |
|---|-----------------------------------|
| Intervention Letter, Level 1 (Domestic and International) | Quality Unit, Document Management |
| Intervention Letter, Level 2 (Domestic and Non-student Visa) | Quality Unit, Document Management |
| Intervention Letter, Level 2 (International) | Quality Unit, Document Management |
| Results notification (includes Academic Standing information) | HEP Academic Directory |

| Records (including completed forms) | Location |
|--|----------|
| Academic Standing Report | Navigate |
| Intervention Letter | Navigate |
| Attendance records for Tertiary Skills Development | Navigate |
| Student's profile notes | Navigate |

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

D.3 Version Control

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|-------------------------|---------|
| Version Number | 2.0 |
| Date of Approval | 11/2021 |
| Privilege Level | Public |