



University of
South Australia

Centre for
English Language

CELUSA ACADEMIC STANDING POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

Academic standing indicates a student's current progress toward completion of their academic English level/s. CELUSA has defined 4 levels of academic standing for students undertaking an academic English level. Each category has an impact on a student's progression in an academic English level. This policy describes what each level of academic standing means.

A.2 Scope

This policy applies to all current students of the Centre for English Language in the University of South Australia (CELUSA).

A.3 Definitions

Word/Term	Definition
Academic English level	Discrete non-award ELICOS
Academic standing	Academic Standing describes a student status within the context of his or her progression through academic English level/s
At risk of making Unsatisfactory academic progress	A student who fails an academic English level
Unsatisfactory Academic Standing	A student who fails their academic English level for a third time

A.4 Acronyms

Abbreviation	Phrase or Word
CELUSA	Centre for English Language in the University of South Australia
ITR	Intention to Report

SECTION B - POLICY STATEMENT

B.1 Principles

CELUSA will monitor, record and assess the academic standing of each student at the end of each academic English level in which the student is currently enrolled.

CELUSA is committed to the implementation of an intervention strategy for any student who has a warning or probation academic standing by offering effective support mechanisms.

B.2 Policy

1 Introduction

- 1.1 In all cases a student's standing resets at the commencement of their academic English level.
- 1.2 CELUSA will provide support on an individual basis outside of normal class contact hours.
- 1.3 Additional regular one-on-one meetings with class teachers, Director of Studies Student Learning Advisor or Student Counsellor if necessary.
- 1.4 At risk students will be provided with a study plan to assist them with undertaking self-directed study tasks to improve their performance.

2 Identification of students at risk

- 2.1 Students at Risk will initially be identified by the teacher and be referred to the Student Learning Advisor for guidance. They develop an individualised support program to address the specific weak areas in which the student needs development
- 2.2 Criteria to be considered in identifying students at risk will include:
 - student attendance;
 - results of the assessment during the first 5 weeks of any module;
 - academic results at completion of each module;
 - teacher feedback
- 2.3 CELUSA has intervention strategies in place to support any student who is assessed as being at risk of making unsatisfactory academic progress. These students will be counselled and provided with the appropriate learning support mechanisms outlined in (1) above

3 Levels of Academic Standing

3.1 Good

- 3.1.1 A student at the start of their academic English level or one who is making good progress. CELUSA has no concerns.

3.2 Warning

- 3.2.1 A student with good academic standing who fails their academic English level once.
- 3.2.2 Students will be issued with a warning letter and offered counselling.

3.3 Probation

3.3.1 A student who fails their academic English level for a second time.

3.3.2 Students will be issued with a probation letter and receive counselling.

3.4 Unsatisfactory

3.4.1 A student who fails their academic English level for a third time.

4 Students with Unsatisfactory Academic Standing

4.1 International students with Unsatisfactory Academic Standing due to failing their academic English level for a third time will be issued with an Intention to Report (ITR) for failing to make satisfactory academic progress and may have their Confirmation of Enrolment (CoE) cancelled.

5 Appeals

5.1 Students who wish to lodge an appeal may do so in accordance with the **Student Grievances and Appeals Policy and Procedure**.

6 Re-admission

6.1 A student who has been precluded from a non-award ELICOS may apply for re-admission. Students wanting to re-apply may do so in accordance with the **Admissions Policy**.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	CELUSA Academic Standing Policy
Policy Owner	CELUSA Director of Studies
Approving Authority	SAIBT/CELUSA Academic Board
Initial Issue date	May 2016
Directory Location	Policies, SAIBT, Academic Directorate, CELUSA

C.2 Version Control

Current Version Number	3.0
Date of Effect	08/2021
Review Date	08/2024
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Higher Education Standards
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

Academic Standing Procedure

Student Grievances and Appeals Procedure

D.2 Related Policies

Admissions Policy

Student Grievances and Appeals Policy