



University of
South Australia

Centre for
English Language

CELUSA ACADEMIC STANDING PROCEDURE

SECTION D - PROCEDURE

Related Policy

CELUSA Academic Standing Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Identification of students on	
Teachers	1.1	Identify students with poor academic progress i.e. those considered to be unlikely to pass their enrolled course.	
	1.2	Complete the Student at Risk form and submit to the Academic Directorate (Program Coordinator) detailing the specific issues.	
Program Coordinator	1.3	Notify students when they have been identified as 'at risk' and set up a meeting with them to discuss intervention strategies. Advise the students that they are required to attend the meeting.	
Student	1.4	Attend the meeting with the Academic Directorate (Program Coordinator).	
	2	Intervention strategies	
Program Coordinator	2.1	At the student interview, negotiate an appropriate intervention strategy with the student. These may include but are not limited to: <ul style="list-style-type: none"> moving the student to a class at a lower English language level (e.g. from AE3 to AE2) the student being counselled by the Program Coordinator to identify any personal issues affecting course progress a learning contract drawn up by the Program Coordinator in cooperation with the student Additional tasks being set by the class teacher to work on a particular area of weakness (e.g. reading tasks, punctuation, grammar exercises etc. 	
Teachers	2.2	Monitor the student's academic progress on a weekly basis and report back to Program Coordinator.	
Program Coordinator	2.3	Maintain a written report in the student management system of the procedures undertaken with the student and their outcomes.	
	2.4	Follow up with the class teacher to discuss the student's progress.	
	3	Monitoring student progress	
Student and	3.1	At the end of the study period identify students who fail to achieve a pass result to identify student's Academic Standing	

Responsible	Procedure Steps		W/I
Academic Services	3.2	Apply new Academic Standing to student record with the relevant criteria into the student management system.	
	4	Academic Standing Letters	
Student and Academic Services	4.1	Enter the relevant criteria into the student management system.	
	4.2	In the student data management system, use the email message template to forward the Academic Standing letters per Academic Standing level.	
Student	4.3	Read the Academic Standing email and take any required actions detailed in the letter.	
Student and Academic Services	4.1	Generate an Intention to Report letter through the student management system for international students identified in 3.1 as making unsatisfactory academic progress.	
	4.2	Send the Intention to Report letter to the student with a link to the CELUSA Academic Standing Policy and inform them that they have 20 working days from the date on the letter in which to lodge an appeal.	
	5	Appeals	
Student	5.1	If you want to lodge an appeal refer to the Student Grievances and Appeals Policy and Procedure .	
	5.2	If you have lodged an appeal you must maintain your enrolment and continue to attend classes during the appeal process.	
	6	Reporting to Department of Home Affairs (Home Affairs)	
Student and Academic Services	6.1	If the student does not register and appeal within 20 working days report the student to Home Affairs through PRISMS.	
	7	Re-admission	
Student	7.1	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

Forms/Records	Retention Time	Location
Student at Risk form		
Academic Standing email template - Warning		
Academic Standing email template – Probation		
Academic Standing email template – Unsatisfactory		
Intention to Report letter		

Related Material

Name	Location
Admissions Policy and Procedure	Web / SharePoint
Student Grievances and Appeals Policy and Procedure	Web / SharePoint

D.3 Version Control

Current Version Number	2.1
Date of Effect	06/2023
Privilege Level	Public