



EYNESBURY
COLLEGE

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 review of study load	
Academic Support	1.1	At the end of the trimester run the Academic Standing report to determine academic standing for each student.	
	1.2	Send the report to the Academic Director/Program Coordinator (FSP) for review.	
Academic Director/ Program Coordinator (FSP)	1.3	Review the report and advise Academic Support of any adjustments to student study load.	
Academic 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/Program Coordinator (FSP).	
Academic Coordinator/ Program Coordinator (FSP)	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.	
Academic 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 Student Grievances and Appeals Policy and Procedure.	

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	Eynesbury College policies web page
Student Grievances and Appeals Procedure	Eynesbury College policies web page
Academic Standing Policy	Eynesbury College policies web page
Academic Standing Procedure	Eynesbury College policies web page

Form templates	Location
None	

Records (including completed forms)	Location
Academic Standing report	EIBT Directory

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

D.3 Version Control

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