



HEP ACADEMIC STANDING POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

Eynesbury College is committed to the delivery of high quality academic outcomes for students through the monitoring of students' academic standing and provision of intervention support services.

This policy sets out the means by which Eynesbury College Higher Education Programs meet that commitment.

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 their progress through their academic program
Assessment	Activities that evaluate student progress throughout their program against approved learning outcomes, which measure demonstration of skill and knowledge
Compassionate or compelling circumstances	Circumstances beyond the control of the student have significantly impacted on the student's well-being or progress
Confirmation of Enrolment	An official document from an educational institution, especially for international students, verifying their enrolment in a program detailing dates, costs and status.
Consecutive	Following on from each other irrespective of any break in studies
Good	A level of Academic Standing (refer Section 4.1)
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
Intervention Strategy	Prescribed academic support plan for students to enhance academic skills and/or English proficiency
Module	A single unit of study that counts towards completion of a program
Probation	A level of Academic Standing (refer Section 4.3)
Program	A combination of modules that are to be completed in order to be eligible for an Award or progression to further study.

Study load	The amount of study the student is committed to in the current study period
Study period	12 teaching week trimester for Diploma and 15 teaching week semester for Graduate Certificate
Unsatisfactory	A level of Academic Standing (refer to Section 4.4)
Warning	A level of Academic Standing (refer to Section 4.2)

A.4 Acronyms

Abbreviation	Phrase or Word
COE	Confirmation of Enrolment
HEP	Higher Education Programs
ITR	Intention to Report
LDM100	Language Development Module

SECTION B - POLICY STATEMENT

B.1 Principles

Eynesbury College monitors, records and assesses the academic standing of each student based on their academic progress.

Eynesbury College is committed to the implementation of intervention strategies for students by offering effective support mechanisms.

B.2 Policy

1 Monitoring of student progress

- 1.1** Students' academic progress will be monitored to identify those who may require intervention support.
- 1.2** Eynesbury College will monitor, record and assess students' academic progress during each study period. Early intervention strategies are considered where the student demonstrates low levels of student participation in any module of study, the student has not attended any classes, nor engaged with any of the module content online, nor submitted any assessments.

- 1.2** Eynesbury College will monitor, record and assess students' academic progress during each study period.

Early intervention strategies are considered where the student demonstrates one or more of the following:

- Low levels of active participation in any module of study
- Has not attended any classes
- Has not engaged with any of the module content online
- Has not submitted any assessments

- 1.3** Students identified with low engagement or academic progress will be supported with early intervention strategies and their engagement with these strategies will be monitored.
- 1.4** Academic Standing levels are assessed over the duration of the program, and a student will be assigned a status (Good, Warning, Probation or Unsatisfactory) for each study period.

All students commence with a Good Academic Standing in their program of study.

- 1.5** Students will be placed on Warning if they do not make satisfactory progress in a study period. Students on Warning who have made unsatisfactory academic progress in the following study period will be escalated to Probation. Students on Probation who have made unsatisfactory academic progress in the following study period will be escalated to Unsatisfactory.

- 1.5** Students who have failed a module for the second time in the program may be escalated to Unsatisfactory, determined by the Academic Directorate on a case-by-case basis. Students who have failed a module for the third time in the program will be escalated to Unsatisfactory.

2 Early Intervention Strategies

- 2.1** Early Intervention Strategies are typically implemented after establishing whether academic and/or non-academic support is required.
 - 2.1.1** Intervention strategies are tailored to students' individual needs and take into consideration the student's cultural background, compassionate and compelling circumstances, disabilities and any other relevant health or medical issues.
- 2.2** Where it is identified that academic support is required, a Student Learning Advisor will meet with the student to provide academic counselling and determine the appropriate intervention strategies.
- 2.3** Where it is identified that non-academic support is required, including but not limited to, mental health and well-being support, students may be referred to the Student Learning Advisor and /or Student Counsellor.
- 2.4** Students may be required to complete diagnostic testing during orientation. All students will be enrolled in the Language Development Module (LDM100) unless exempted.
- 2.5** Where it is identified that a student requires additional support with academic English, exemptions previously approved for LDM100 can be rescinded as part of early intervention, and the student will be required to achieve a non-graded pass in LDM100 to be eligible for graduation.
- 2.5** Where it is identified that a student who has been exempted from LDM100 requires additional support with academic English, the student may have their exemption rescinded as part of early intervention to ensure the student develops the necessary academic English to succeed in their studies. The student will be required to achieve a non-graded pass in LDM100 to be eligible for graduation.
- 2.6** Additional support modules are available to students and may be included as an intervention strategy where appropriate.
- 2.7** Students who advise Eynesbury College of a disability during the enrolment process will be contacted in Week Two to provide support and to offer Access and Inclusion plans where required.
- 2.7** Students who advise Eynesbury College of a disability will be contacted to determine if any additional support is required, including Access and Inclusions plans.

3 Academic Standing

- 3.1** In all cases, a student's Academic Standing at the start of a study period is determined using their academic performance at the end of the previous study period. A student's Academic Standing may be re-assessed during a study period if they do not meet the required intervention.
- 3.2** Students with an Academic Standing of less than Good who change their program will have their Academic Standing re-set to Good.
- 3.3** Students taking a Leave of Absence will have their Academic Standing carried over to their next enrolled study period and be required to follow the intervention strategy within this next enrolled study period.
- 3.4** Students on Unsatisfactory Academic Standing who wish to change their program need to acquire an approval for their Unsatisfactory Academic Standing appeal. If the appeal for Unsatisfactory Academic Standing is rejected, then the Change of Program application will automatically be rejected.

4 Academic Standing Levels

- 4.1** Each current student will be assigned an Academic Standing level (Good, Warning, Probation or Unsatisfactory) for each study period, based on their previous academic progress considering credit bearing modules;
- except in a case when a student has changed their Diploma program.

4.2 Good

- 4.2.1** Students will be assigned an Academic Standing level of Good if they are:
- a commencing student (i.e. at the start of their HEP studies); **or**, a continuing student who has passed 50% or more of their modules in the preceding study period.

4.3 Warning

- 4.3.1** A student who had Good Academic Standing in the immediately preceding study period who then:
- failed more than 50% of their enrolment in any given study period and/or
 - had their GPA drop below 3 in any given study period thereafter and/or
 - failed a repeated module

Students will be issued with a warning letter, provided with counselling and an intervention strategy that they are required to follow.

- 4.3.2** Students enrolled in the Graduate Certificate in Business and Management proceed directly from Good to Probation Academic Standing due to the duration of the program.

4.4 Probation

- 4.4.1** A student with a Warning Academic Standing who then:
- failed more than 50% of their enrolment in any given study period thereafter and/ or
 - had their GPA drop below 3 in any given study period thereafter and/or
 - failed a repeated module

- 4.4.2** A student enrolled in the Graduate Certificate in Business and Management who failed a repeated module and/or failed more than 50% more of their enrolment and/or had their GPA drop below 3 in any given study period.

- 4.4.3** Students will be issued with a probation letter and an intervention strategy that they are required to follow. This may include enrolment in the TSD module. Students enrolled in the Graduate Certificate in Business and Management who have not complied with the requirements of their intervention strategy may be re-assessed within the study period and issued with an Intention to Report.

- 4.4.4** A student who has been reverted to Probation (after a successful appeal from Unsatisfactory) will be issued with a Probation Academic Standing letter and an intervention strategy that they are required to comply with. If they do not comply with these requirements their Academic Standing level may be re-assessed within the study period.

4.5 Unsatisfactory

- 4.5.1** A student on Probation Academic Standing who then:
- failed more than 50% of their enrolment in any given study period thereafter and/or
 - had their GPA drop below 3 in any given study period thereafter and/or
 - failed a repeated module

- 4.5.2** A student who has not complied with the requirements of their intervention strategy after the approval of an appeal may have their Academic Standing reverted to Unsatisfactory within the study period.

5 Students with Unsatisfactory Academic Standing

5.1 International

- 5.1.1** Students with Unsatisfactory Academic Standing 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.

5.2 Domestic

- 5.2.1** Students with Unsatisfactory Academic Standing will be issued with a preclusion notice for failing to make satisfactory academic progress.

- 5.3** Students on Unsatisfactory, appealing their Academic Standing will be required to engage with an intervention strategy during the appeal process. If their appeal is approved, their intervention strategy may be modified, and their Academic Standing level will be reverted to Probation.

6 Appeals

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

- 6.2** If a student chooses to access the Student Grievances and Appeals process, they are required to continue to engage with the modules they are enrolled in during the appeals process, including attending class and submitting assessments.

7 Re-admission

- 7.1** A student who has been precluded from a program may apply for re-admission in accordance with the **Admissions Policy**.

- 7.2** A student who is granted re-admission after a termination or withdrawal, or who returns from a Leave of Absence, will have their Academic Standing level assessed based on their academic progress and results of the previous study period they were enrolled.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	HEP Academic Standing Policy
Policy Owner	Academic Director, Eynesbury College
Approving Authority	Eynesbury College Academic Board
Initial Issue date	
Directory Location	Policies, Eynesbury, Academic Directorate

C.2 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Review Date	Privilege Level
v1.0	Initial document created under the unified Eynesbury College, superseding the previous HEP Academic Standing Policy	EC Academic Board	June 2026	June 2026 ⁹	Private

C.3 Legislative and Organisational Context

Name
Education Services for Overseas Students (ESOS)
Higher Education Standards Framework 2021
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

HEP Academic Standing Procedure

D.2 Related Policies

Admissions Policy

Student Grievances and Appeals Policy