



# HEP ACADEMIC STANDING PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

HEP Academic Standing Policy

### D.1 Procedure

| Responsible                                        | Procedure Steps |                                                                                                                                                                                                                                                            | W/I |
|----------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                                                    | <b>1</b>        | <b>Monitoring of student progress</b>                                                                                                                                                                                                                      |     |
| <b>Student</b>                                     | <b>1.1</b>      | Ensure you have read and understood the HEP Academic Standing Policy and Procedure.                                                                                                                                                                        |     |
| <b>Student Learning Advisor (SLA)</b>              | <b>1.2</b>      | Contact students during the study period if it is considered that they are in need of additional academic support.                                                                                                                                         |     |
|                                                    | <b>2</b>        | <b>Reporting</b>                                                                                                                                                                                                                                           |     |
| <b>Student and Academic Services (SAS)</b>         | <b>2.1</b>      | Run search functions in the Student Management System to identify students' Academic Standings for the study period after the Board of Examiners have approved the results.                                                                                |     |
|                                                    | <b>2.2</b>      | Apply new Academic Standing status to the student records with the relevant criteria into the Student Management and advise Academic Directorate and SLA of completion.                                                                                    |     |
|                                                    | <b>2.3</b>      | Provide the Academic Standing list to the SLA. Include Students who had taken Leave of Absence during the previous study period and recommencing and ensure their academic standing has been carried over to the returning study period                    |     |
|                                                    | <b>3</b>        | <b>Academic Standing letters</b>                                                                                                                                                                                                                           |     |
| <b>SAS</b>                                         | <b>3.1</b>      | Apply relevant Academic Standings into the student management system.                                                                                                                                                                                      |     |
|                                                    | <b>3.2</b>      | Generate the <b>Academic Standing Letters</b> and send them to the students through the student management system and notify students of the support options available and steps that must be taken in preparation for enrolment in the next study period. |     |
| <b>Student</b>                                     | <b>3.3</b>      | Read the <b>Academic Standing Letter</b> and take any required actions detailed in the letter.                                                                                                                                                             |     |
| <b>Academic Directorate/SLA/Student Counsellor</b> | <b>3.4</b>      | Provide appropriate counselling and support as required and based on the student's intervention level.                                                                                                                                                     |     |
|                                                    | <b>4</b>        | <b>Appeals</b>                                                                                                                                                                                                                                             |     |

| Responsible              | Procedure Steps |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                  | W/I |
|--------------------------|-----------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Student</b>           |                 | <b>4.1</b>                       | If you wish to lodge an appeal related to your Academic Standing, refer to the <b>Student Grievances and Appeals Policy and Procedure</b> .                                                                                                                                                                                                                                                                                                      |     |
|                          |                 | <b>4.2</b>                       | You must maintain your enrolment, which may have conditions, and continue to attend classes and submit assessments during the appeal process.                                                                                                                                                                                                                                                                                                    |     |
| <b>SAS</b>               |                 | <b>4.3</b>                       | Where an appeal related to Notice of Intention to Report/Preclude is upheld, update the Academic Standing level from Unsatisfactory to Probation.                                                                                                                                                                                                                                                                                                |     |
|                          |                 | 4.3.1                            | Issue a Probation letter to the student outlining the requirements of Probation Academic Standing.                                                                                                                                                                                                                                                                                                                                               |     |
| <b>Student</b>           |                 | 4.3.2                            | Take any actions as outlined in the Probation Academic Standing letter.                                                                                                                                                                                                                                                                                                                                                                          |     |
| <b>SLA</b>               |                 | 4.3.3                            | Monitor students' adherence of conditions during the study period. If they do not comply with their probation conditions, re-assess their Academic Standing level within the study period in accordance with the Academic Standing Policy.                                                                                                                                                                                                       |     |
|                          |                 | 4.3.4                            | Inform relevant Academic Directorate (AD) and teaching staff about intervention strategies and process.                                                                                                                                                                                                                                                                                                                                          |     |
| <b>SAS</b>               |                 | <b>4.4</b>                       | Where an Intention to Report (ITR) is issued, and the student does not lodge an appeal in accordance with the Student Grievance an Appeals policy, report the student to Immigration for Unsatisfactory Academic Standing.<br><br>Where an Intention to Preclude or Suspend is issued, and the student does not lodge an appeal in accordance with the Student Grievance an Appeals policy, action accordingly in the student management system. |     |
|                          | <b>5</b>        | Intervention - Change of Program |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |
| <b>Student</b>           |                 | <b>5.1</b>                       | Complete Change of Program form.                                                                                                                                                                                                                                                                                                                                                                                                                 |     |
|                          |                 | <b>5.2</b>                       | Meet with the Academic Director (or another member of the Academic Directorate) to discuss your application and any specific requirements relating to the process and the new program.                                                                                                                                                                                                                                                           |     |
|                          |                 | 5.2.1                            | If you have Unsatisfactory Academic Standing in your current program, you will need to have submitted a Stage 2 appeal and had the appeal upheld before an outcome for your Change of Program application can be decided.<br>If your appeal for Unsatisfactory Academic Standing is rejected, the Change of Program application will automatically be rejected.                                                                                  |     |
| <b>Academic Director</b> |                 | <b>5.3</b>                       | Assess the Change of Program application and notify student of the outcome.<br>If the application is approved, notify Admissions of the outcome and study plan of the new program.                                                                                                                                                                                                                                                               |     |

| Responsible       | Procedure Steps |                     |                                                                                                                                               | W/I |
|-------------------|-----------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                   |                 |                     | If the application is approved, notify Admissions of the outcome and study plan of the new program                                            |     |
| <b>Admissions</b> |                 | <b>5.4</b>          | Issue new Letter of Offer for the approved Change of Program                                                                                  |     |
| <b>Student</b>    |                 | <b>5.5</b>          | Sign and accept new Letter of Offer and make any required payment for new program.                                                            |     |
| <b>Admissions</b> |                 | <b>5.5</b>          | Issue updated Confirmation of Enrolment (CoE) for new program on acceptance and financial receipt.                                            |     |
| <b>Admissions</b> |                 | <b>5.6</b>          | Modify student's enrolment in the student management system.<br><br>The Academic Standing will not affect the new program and will be re-set. |     |
|                   | <b>5</b>        | <b>Re-admission</b> |                                                                                                                                               |     |
| <b>Student</b>    |                 | <b>5.1</b>          | If you have been precluded from a program and want to apply for re-admission, refer to the <b>Admissions Policy and Procedure</b> .           |     |

## 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               |
|---------------------------------------------------------------|------------------------|
| Academic Standing email template Warning                      | Navigate               |
| Academic Standing email template Probation                    | Navigate               |
| Academic Standing email template Unsatisfactory               | Navigate               |
| Results notification (includes Academic Standing information) | HEP Academic Directory |
| Change of Program Form                                        | Eynesbury Website      |

| Records (including completed forms)                | Location |
|----------------------------------------------------|----------|
| Academic Standing Report                           | Navigate |
| Academic Standing 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

|                         |         |
|-------------------------|---------|
| <b>Version Number</b>   | 2.2     |
| <b>Date of Approval</b> | 08/2026 |
| <b>Privilege Level</b>  | Public  |