



**POLICY: ACADEMIC STATUS AND TERMINATION**

<b>NUMBER</b>	AC033	<b>VERSION</b>	1.1
<b>DATE ADOPTED</b>	08 February 2019	<b>DATE LAST REVIEWED</b>	24 January 2020
<b>DATE OF NEXT REVIEW</b>	24 January 2022	<b>REVIEW FREQUENCY</b>	2 years
<b>AUTHORISED BY</b>	Chief Executive Officer	<b>REVIEWED BY</b>	Academic Dean
<b>RESPONSIBLE FOR REVIEW</b>	Academic Dean		
<b>DOCUMENT MANAGEMENT</b>	U:/Policies and Procedures		
<b>AIM</b>	This policy deals with the roles and responsibilities of the Board of Examiners in relation to academic progress and other matters relating to students' results and provides guidance in relation to academic progression of students within higher education courses.		

**1. REGULATION**

HESF 2015: 1.3.4

**2. POLICY STATEMENT**

**2.1 General Principles**

The process for determining academic progress must be fair and equitable and in accordance with the Student Retention and Progression Policy.

**2.2 Board of Examiners**

- a. The Board of Examiners is made up of the Chair (an external and independent appointment), the CEO of IIBT, the Academic Dean and a member of the academic teaching staff.
- b. The Board of Examiners considers students' overall results for units and progression in the courses.

**2.3 Grading System**

<b>Grade</b>	<b>Description</b>	<b>Application</b>
HD	High Distinction	Student attained a final unit mark 80 – 100%
D	Distinction	Student attained a final unit mark of 70 – 79%
CR	Credit	Student attained a final unit mark of 60-69%
P	Pass	Student attained a final unit mark of 50 – 59%
PC	Pass Conceded	The Board of Examiners has conceded a pass for the unit even though the student's percentage mark is less than the deemed pass mark for the unit indicating that the student has not achieved all of the learning outcomes. PCs are considered for borderline students with a final unit mark of 48 or 49%.
FAIL	Fail	Student attained a final mark less than 50% and does not qualify for consideration of a PC.



PS	Pass after further or supplementary assessment	Student has passed the unit following further or supplementary assessment. The maximum unit grade that a student can get after a supplementary assessment is 50%.
FS	Fail after further or supplementary assessment	Student has failed the unit following further or supplementary assessment
ANN	Result Annulled due to Academic Misconduct	Student has been found guilty of academic misconduct and a penalty of an ANN grade has been imposed.

### 3. ACADEMIC STATUS

Academic status for enrolled students will be determined by the Board of Examiners at the end of each study period and records for reasons for their decision will be maintained.

#### 3.1 Academic Status will be one of the following three categories:

Academic Status	Description
Good Standing	The student is achieving satisfactory course progress and is permitted to continue in the course and to re-enrol.
At-Risk	The student is 'at-risk' of not achieving satisfactory course progress but is permitted to continue in the course and to re-enrol, under such conditions as may be determined by the Academic Dean.
Terminated	The student has not achieved satisfactory course progress and is terminated from the course. The student is not permitted to continue in the course or to re-enrol in the course without appropriate approval.

The entitlement to re-enrol and continue in a course is, in all cases, subject to any other restrictions or prohibitions imposed on the student (for example, a prohibition on enrolment due to outstanding fees or misconduct).

#### 3.1.1 Academic Status: Good Standing

All students enrolled in a course are expected to achieve satisfactory academic progress. A student is considered to be achieving satisfactory academic progress if they pass more than 50% of enrolled units each study period.

#### 3.1.2 Academic Status: At-Risk

The criteria for determining At-Risk status is as follows:

- a. If a student fails 50% or more of the units they are enrolled in, in a trimester, they will be placed on 'at-risk' status.
- b. The student's 'at-risk' status may be continued into subsequent study periods until the student passes the units they had failed.
- c. If a student is identified as 'at-risk' of not achieving satisfactory academic progress, the Academic Dean is responsible for contacting the student in writing and implementing the IIBT



*Students At-Academic-Risk Policy* as part of the intervention strategy.

Where a student meets the criteria for ‘at-risk’ status for a second consecutive study period, and is at risk of being terminated from the course, it is essential that the student be provided with appropriate academic counselling. It is the responsibility of the Academic Dean to ensure that this occurs in conjunction with IIBT’s *Students At-Academic-Risk Policy*.

### 3.1.3 Return to Good Standing

A student with an academic status of Conditional will be returned to Good Standing in the subsequent study period if they meet all of the following criteria:

- a. Pass any previously failed units that resulted in their Conditional status;
- b. Meet all conditions that may have been set down in relation to Conditional status;
- c. No longer meet the criteria for Conditional or Terminated.

### 3.1.4 Academic Status: Terminated

The act of terminating a student from a course on academic performance grounds constitutes the decision that the student has not achieved satisfactory course progress.

The criteria for terminating academic status are as set out below. Normally a student will not be terminated unless they have an academic status of ‘at-risk’ in the study period just ended.

#### 3.1.4.1 Termination after Two Study Periods

A student may be given an academic status of Terminated if they have a current academic status of Conditional **and** one or more of the following Terminated Status criteria are met:

Criteria
<ul style="list-style-type: none"> <li>• Fail 50% or more of enrolled units in current study period</li> <li>• Fail any unit a third time</li> </ul>

#### 3.1.4.2 Advice of Terminated Status

Any student terminated from a course will receive formal notification of this decision via a formal notification letter. The formal notification letter will be sent by the Academic Dean.

#### 3.1.4.3 Student Agreement Regarding Conditions

IIBT may place conditions associated with course progression upon a student and specify these conditions in a student agreement.

When required, students will sign and adhere to a student agreement outlining conditions for continued enrolment.



#### *3.1.4.4 Consideration of Personal Circumstances*

Where students have identified to staff personal circumstances that may have impacted their academic progression, these may be taken into account when determining an academic status of terminated.

Any exceptional circumstances, such as illness or bereavement, which may have impacted on a student's ability to achieve satisfactory course progress, will be given due consideration.

#### *3.1.4.5 Students Right to Appeal*

Any student who has been terminated from their course has the right to appeal their status in accordance with IIBT's Complaints and Appeals Policy (AC008).