



Greystone Institute Unsatisfactory Progress Policy

Greystone Institute is dedicated to fostering an environment conducive to optimal student learning experiences. Students who fall below academic standards deserve timely notification and support. The Unsatisfactory Progress Policy outlines these processes, emphasizing that failure to improve may jeopardize a student's enrollment or lead to discontinuation, following established guidelines. Notification-related actions aim to enable students to rectify their academic performance and meet established standards. This policy should be read alongside Greystone Institute's Students at Risk Policy.

The Unsatisfactory Progress Policy applies to all students enrolled in higher education programs of study at Greystone Institute.

Definitions

- **At Risk:** A student not meeting satisfactory progress in their studies is classified as At Risk.
- **Discontinuance:** The removal of a student from program or unit enrollment.
- **Progression:** Advancement through a unit based on learning outcomes and assessment achievements.
- **Satisfactory Progress:** The level of progress a student must maintain to remain enrolled in their program.
- **Unit:** A standalone unit of study contributing to a larger program. Completion of required units is essential for program completion.

Policy

Academic Standards

Greystone Institute is committed to maintaining acceptable academic standards for all students. Satisfactory academic progress entails completing unit assessment requirements and advancing through a program of study. The Academic Board appoints an Academic Progress Committee responsible for reviewing the progress of students failing to meet Greystone Institute's academic standards. The following standards apply:

1. Students must achieve a minimum grade average of 50% to complete a unit.
2. Students may not fail more than one unit in a semester.
3. If a student has been identified as 'at risk' and the student fails two or more units in a subsequent trimester they are considered to have made unsatisfactory progress.



Greystone Institute adheres to principles in addressing this Policy:

- All students have access to their academic performance records.
- All students can access this Policy to understand requirements and procedures.
- Fair and consistent treatment is ensured throughout the review process.
- Timely notification of unsatisfactory performance is provided.

Academic Monitoring Committee

An Academic Monitoring Committee, comprising the Academic Dean, a Unit Coordinator, academic staff members, and a representative from the Academic Board, oversees various aspects:

- Reviewing student Show Cause cases.
- Approving re-enrollments and imposing conditions.
- Reviewing and deciding on discontinuance cases.
- Recommending student discontinuation.
- Defining consequences of non-compliance.

Notification of unsatisfactory Progress

Unsatisfactory Progress notices are issued at the end of each teaching period. Notices include options for assistance. If a student re-enrolls after showing cause, notifications are waived. Students seeking to re-enroll must show cause to remain in the program.

Appeals

Discontinued students may appeal to the Academic Dean within 20 working days. Valid reasons for appeal include policy non-adherence, excessive conditions, or new information. Merit or discontent are not grounds for appeal.

Readmission after discontinuance

Discontinued students can apply for readmission under the Admissions Policy, demonstrating change and potential for future satisfactory progress. Re-enrollment conditions may apply.

Notification of unsatisfactory Progress Procedures

- If a student has been identified as 'at risk' and the student fails two or more units in a subsequent trimester they are considered to have made Unsatisfactory Progress in their program of study.
- Students identified as having made unsatisfactory progress will be issued an Unsatisfactory Progress notice and invited to attend a Show Cause meeting.
- Appeals against Unsatisfactory Progress can be made under the Student Complaints and Appeals Policy.
- Notices are recorded and shared with academic staff.



Show Cause

- Show Cause includes student documentation explaining Unsatisfactory Progress.
- Students issued Show Cause must submit the required details to the Academic Monitoring Committee.
- Late or incomplete submissions may lead to suspension or discontinuance.
- Students with valid Show Cause cases are managed per the policy.

Teaching and Learning Committee

The Committee meets at the end of each teaching period.

- Conflict of interest is managed as per policy.
- Committee decisions are based on the evidence presented.
- Confidentiality is maintained.
- Recommendations are made.
- Academic Dean approval is required for any student-enrollment-related decisions.

Interventions

- Students who are issued notices can meet with an Academic Advisor.
- Advisors help identify issues and work with the student to develop an Academic Intervention Plan.
- Plans may include improvement actions and support avenues.

Discontinuance Notice

Discontinuation decisions are final unless appealed.

The Academic Dean upholds or repeals discontinuation.

Discontinued students may seek to re-enroll after 12 months.

Decisions are recorded on transcripts.

Review

This policy undergoes review as deemed necessary by the Academic Board.