STUDENT LOAD MONITORING PROCEDURE

SECTION D - PROCEDURE

Related Policy

Student Load Monitoring Policy

D.1   Procedure

Responsible		Procedure Steps		W/I
	1	**Student study load adjustment**		
Student and Academic Services (SAS)		**1.1**	At the end of the Study Period, run searches in the Student Management System (SMS) to identify students' Academic Standing	
		1.2	Add reduced study load rules into SMS for students who have Academic Standing in accordance with the **SAIBT Academic Standing Policy and Procedure**.	
		1.3	Prior to enrolment opening for continuing students, review students with Fast Track study plans and update their study plans in SMS according to their progress.	
		1.4	New students who are commencing late, add reduced study load rules in SMS as advised by the Academic Director.	
Academic Directorate/ SAS Manager		**1.5**	Reduce study load in SMS for students who cannot study full-time study load due to pre-requisite modules or have pre-requisite modules not available in that study period.	
	2	**Student requests for increase or reduction to study load**		
Student		**2.1**	Apply for a request in writing, outlining the reasons for the request and proving evidence if applicable.	
		2.2	Make an appointment to speak with the Academic Coordinator.	
Academic Coordinator		**2.3**	Discuss the reasons for the increase or reduction of the study load and assess the consequences.	
		2.4	If the student is sponsored, check with the sponsor before any approvals are made. The request should not be processed until the sponsor approves it in writing.	
		2.5	Approve or reject in line with the policy.	
SAS		**2.6**	If the decision to increase or reduce the load is approved, update the study load in SMS accordingly.	
		2.7	Notify the student of the outcome.	

Responsible	Procedure Steps			W/I
		2.6	**For international students**, if a reduced load has been approved and it affects the program end date, extend the Confirmation of Enrolment (CoE) once the current CoE has expired.	
	3	**Appeals**		
Student		**3.1**	If not satisfied with the decision, 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	SAIBT policies web page
Student Grievances and Appeals Procedure	SAIBT policies web page
Academic Standing Policy	SAIBT policies web page
Academic Standing Procedure	SAIBT policies web page

Form templates	Retention time	Location
None		

Records (including completed forms)	Retention time	Location
End of trimester load monitoring report		

D.3 Version Control

Current Version Number	2.1
Date of Effect	06/2023
Privilege Level	Public