



**Academic Monitoring and Exclusions Policy**  
**Madzivhandila**

**REF: S.6/P**

**First Edition – 2015**

**Date of approval:** 23 June 2015

**Recommended by**

  
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**Head of Department**  
**(Maisela RJ)**

2015-06-23  
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**Date**

**Approved by**

  
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**Hon MEC for Agriculture**  
**(Matshoge, BAJ)**

2015/06/23  
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**Date**

Madzivhandila Agricultural College	Academic Monitoring and Exclusion Policy for Agricultural College	Effective Date 2015
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### Document Information and Revision Log

<b>File Name</b>	Academic Monitoring And Exclusion Policy
<b>Original Author (s)</b>	Sectoral Colleges
<b>Current Revision Author (s)</b>	Madzivhandila Agricultural College
<b>Next Review Date</b>	After 24 months (2 years)

<b>Version</b>	<b>Date</b>	<b>Authors</b>	<b>Revision Notes</b>
0.1	16/10/2014	Sectoral Colleges	
0.2	12/03/2015	Madzivhandila Agricultural College	
0.3			
0.4			

### Approval of Policy

<b>Approved this Date</b>	:	
<b>Approved By</b>	:	
<b>Signature</b>	:	

Please note that the implementation of the policy contained in this document is subject to approval and signature of the delegated authority.

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## ABBREVIATIONS

HOD	Head of Department
MEC	Member of Executive Council
LDA	Limpopo Department of Agriculture

## DEFINITION OF TERMS

- **Academic exclusion** means termination of a student's registration on academic grounds resulting in exclusion from the institute.
- **Admission** means the act by which the institute admits a person to study, after acceptance by an applicant of an offer of a place at the Institute.
- **Module** means any separate course of study for which credits may be obtained.
- **Qualification** means a degree, diploma or certificate.
- **Registered student** means a student who is registered to study in one or modules offered by the Institute. Such registration will lapse on the date of the following registration session or earlier should the student cease to be an admitted student.
- **The Institute** means the Agricultural Training Institute.
- **Student Appeals Committee:** As constitute in the Policy on Student Discipline for Agricultural Training Institutes

## 1. INTRODUCTION

The Institute acknowledges that academic monitoring and support is important to retain students through a wide range of student-focused support systems and learning environments that enable them to complete their studies successfully. Students will only be excluded on account of poor academic performance as a last resort after all other avenues have failed to restore their academic performance to the required level. The policy commits the institute to identifying under-performing students timeously and providing the necessary academic support to assist students to graduate in the minimum time possible or redirect them and obligates students to attend and participate in the range of support that is made available.

This policy provides that students may be excluded for failing to meet the academic requirements for continued registration. This policy provides the framework in which the institute gives effect to this policy.

## 2. PURPOSE

The purpose of the Academic Monitoring and Exclusions Policy is to ensure that as many students as possible are successful in their studies and this is the responsibility of both staff and students. Staff has the responsibility of selecting, admitting and orientating students carefully; delivering excellent teaching and assessment; ensuring that students have the opportunity and means to assess and monitor their performance on a regular basis; and providing appropriate academic support to students.

Students have the responsibility of committing themselves fully to their studies; monitoring their performance in their studies; and utilizing all the available resources (academic counselling, academic support as well as career and personal counselling) to successfully complete their studies preferably in the minimum time for their qualification but not exceeding the maximum time allowed.

### 3. SCOPE

The policy applies to all students registered for higher education qualifications at the Institute.

### 4. AUTHORITY OF POLICY

The Academic Monitoring and Exclusion Policy is issued under the authority of both the Member of the Executive Council (MEC) for Agriculture as the Executive Authority of the LDA and the head of Department (HOD) as the Accounting Officer of the Limpopo Department of Agriculture

### 5. APPLICABLE LEGISLATION

- Green Paper on National Agricultural Training Institutes
- Approved Norms and Standards for Agricultural Training Institutes

### 6. PRINCIPLES

The categories of academic performance and the consequent interventions and actions are as follows:

#### 6.1 Good academic standing (Green)

New students who register for the first time are initially deemed to be of good academic standing and coded green. A student remains coded green provided s/he has passed at least 75% of the maximum expected credit load to date and also has passed 70% or more of the normal credit load this semester. These are regarded as acceptable performance levels; however optional counselling and support is available if requested.

#### 6.2 At risk (Orange)

A student who is at risk is required to participate in a compulsory developmental programme including academic counselling, a possible modified curriculum as well as student counselling for personal, life skills and/or career counselling.

A student may be deemed "at risk" when:

- his/her performance is above minimum progression requirements but is not at the level of "green", that is, s/he has not passed 75% of the max expected credits to date;
- fewer than 70% of the normal credit load has been passed in the current semester
- Credits are below the minimum progression requirements but the student has been registered for 1 semester only, the student is placed on academic probation with specific and realistic conditions. Even if such a student is performing below minimum progression requirements s/he will remain at risk (orange) provided s/he continues to meet the set probation requirements which are reviewed each semester

### 6.3 Underperforming (Red)

A student will be coded red when his/her performance falls below the minimum progression requirements and s/he has been registered for 2 semesters or more. The first time a student becomes "red" s/he is placed on strict academic probation. After compulsory academic and personal or career counselling s/he may be permitted to continue.

A student will become "red" for a second time if s/he does not achieve the probation conditions set in the previous semester or if, after improving performance for a period, the student again drops below the required levels. In this case, the student must appeal to be readmitted. If a student is readmitted following a successful appeal, s/he is placed on final probation with specific conditions to be met and continued academic support.

If a student who was severely underperforming ("red") responds to interventions, achieves probation requirements and eventually works back to good academic standing ("green"), s/he will be deemed to be rehabilitated and the previous period as "red" will not be considered should s/he subsequently lapse.

If a student does not respond to such interventions and s/he continues to underperform s/he must appeal for readmission and may or may not be readmitted

on final probation. If readmitted and still does not respond to interventions while on final probation the student will be excluded. No further appeals are allowed.

## 7. POLICY PROVISIONS

- 7.1. The Academic Monitoring and Exclusion Policy is based on a system of classifying student academic performance as “good academic standing”; “at risk” or “severely underperforming” with appropriate interventions and actions for each category. Every undergraduate student’s performance is assessed at the end of each semester and their status, based on their academic performance at the end of the semester or subsequent supplementary exams, is determined and reflected on the student administration system as “green”, “orange” or “red” (see section 6).
- 7.2. The aim of this policy is to enable underperforming students to be identified early and offered academic, personal and careers counseling. Appropriate interventions and systems of support are expected to reduce dropout rates and exclusions and to improve throughputs and completion rates.
- 7.3. Specifically the implementation of this policy means that no academically underperforming student will be excluded from the institute in their first year of study. However, it also means that if a student does not respond to support interventions and continues to underperform, s/he will be required to appeal for readmission after three semesters at institute. If readmitted and does not meet set probation requirement while on final probation, then the student will be excluded after four semesters and no further appeals allowed. Appeals will be considered by the institute’s Student Appeals committee for final decision.
- 7.4. Students will finally be excluded from the institute on account of poor academic performance after all other avenues have failed to restore their academic performance to the required level.
- 7.5. Exclusion holds for a minimum period of one year unless otherwise stipulated. Thereafter a student may apply for if s/he is able to demonstrate that s/he has



achieved a level of competence satisfactory has resolved the personal circumstances that led to poor performance.

## **8. MONITORING AND EVALUATION**

The monitoring and evaluation of this policy will be conducted by the Agricultural Training Institute.

## **9. DISPUTE RESOLUTION**

Any disputes in relation to this policy, its application and implementation shall be managed in line with the Agricultural College dispute resolution and grievance mechanisms.

## **10. DEVIATIONS FROM THE POLICY**

This Academic Monitoring and Exclusions Policy will be applicable in all relevant cases and under no circumstances will any deviation of the Policy be allowed. Should any deviation be deemed necessary, it will only be done with the written consent of the HOD of the Limpopo Department of Agriculture

## **11. APPEALS**

Students will be informed and assisted to lodge an appeal where they qualify to do so. Consideration will be given to any mitigating circumstances given by students and supported by appropriate documentation, the report from Student Counseling Unit as well as the student's academic record and participation in support programmes. The decisions of Student Appeals Committee are final and no further appeals are allowed.

## **12. INCEPTION DATE**

The inception date is the date of approval of this document.

## **13. TERMINATION AND REVIEW CONDITIONS**

The Policy will be reviewed every 24 months (2 years) or as and when a

need arise and may be replaced by the Policy from DAFF.

#### 14. ENQUIRIES

All enquiries regarding this policy should be directed towards the Limpopo Department of Agriculture at 015 294 3000/Madzivhandila Agricultural College at 015 962 7200.

Recommended by:



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Head of Department  
(Maisela, RJ)

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