



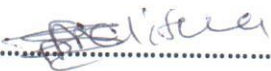
## Academic Monitoring and Exclusions Policy Tompi Seleka College of Agriculture

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Recommended by:



Head of Department

(Maisela, RJ)

2017-09-06

Date

Approved by:



Hon MEC for Agriculture and Rural Development

Mapula Mokaba-Phukwana (MPL)

2017-9-11

Date

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## 1. Acronyms and abbreviations

DAFF	Department of Agriculture, Forestry and Fisheries
HOD	Head of Department
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Council



## **2. Executive summary**

This Academic Monitoring and Exclusions Policy explains the various terms used precisely while it is addressing the green, orange and red status in detail (including the interventions taken at each of these stages.) Exclusions are discussed in detail and the system of classifying academic performance is explained in the Policy.

## **3. Introduction**

The College acknowledge that academic monitoring and support is important to retain students through a wide range of student focussed support systems and learning environments that enable them to complete their studies successfully. Students will only be excluded on account of poor academic performance to the required level. The Policy commits the College 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 makes provision for the fact that students may be excluded for failing to meet the academic requirements for continued registration. This Policy provides the framework in which the College gives effect to this Policy.

Due to the national directive that Colleges of Agriculture should take the approved Norms and Standards for Agricultural Training Institutes into consideration when developing Policies, alignment to these Norms and Standards has been applied to this Policy.

## **4. Purpose and objectives**

The purpose of this 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:

- i) Selecting, admitting and orientating students carefully
- ii) Delivering excellent teaching and assessment
- iii) Ensuring that students have the opportunity and means to assess and monitor their performance on a regular basis
- iv) Providing appropriate academic support to students

Students has the responsibility to:

- i) Committing themselves fully to their studies
- ii) Monitoring their performance in their studies

- iii) Utilising 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

## 5. Authority

This Academic Monitoring and Exclusion Policy for Tompi Seleka College of Agriculture is issued under the custodianship of the Hon Member of the Executive Council (MEC) for Agriculture and Rural Development in Limpopo and the Head of Department (HOD) as Accounting Officer of the Limpopo Department of Agriculture and Rural Development (LDARD).

## 6. Legal framework

- Constitution of the Republic of South Africa, 1996
- Green Paper on Agricultural Training Institutes

## 7. Scope of application

This Policy applies to all students registered for higher education at the Tompi Seleka College of Agriculture.

## 8. Definitions

For the purpose of this Academic Monitoring and Exclusion Policy, the following terms will have the following meaning:

Academic exclusion:	Means: termination of a student's registration on academic grounds resulting in exclusion from the College.
Admission:	Means: the act by which the College admit a person to study, after acceptance by an applicant of an offer of a place at the College.
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 more modules offered by the College. Such registration will lapse on the date of the following registration session (or earlier, should the student cease to be an admitted student).
The College:	Means: Tompi Seleka College of Agriculture.

Student Appeals Committee: Means: as constituted in the Student Disciplinary Policy for Tompi Seleka College of Agriculture.

College of Agriculture: For the purpose of this policy, College of Agriculture (to replace Agricultural Training Institute) will be used until such time when the approved Norms and Standards document for Agricultural Training Institutes is fully implemented.

## 9. Policy Pronouncements

### 9.1 Principles

9.1.1 The Academic Monitoring and Exclusion Policy is based on a system of classifying student academic performance as:

- i) Good academic standing (green)
- ii) At risk (orange)
- iii) Severely underperforming (red)

The Academic Monitoring and Exclusion Policy also include 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 examinations) is determined and reflected on the student administration system as green, orange or red.

9.1.2 This Policy aims to enable underperforming students to be identified early and offered academic, personal and career counselling. Appropriate interventions and systems of support are expected to reduce dropout rates and exclusions and to improve throughputs and completion rates.

9.1.3 The implementation of this Policy specifically means that no academically underperforming student will be excluded from the College in their first year of study. However, it also means that, if a student does not respond to support interventions and continues to underperform, he/she will be required to appeal for re-admission after three (3) semesters at the College. If re-admitted and the student does not meet the set probation requirement while on final probation, the student will be excluded after four (4) semesters and no further appeals allowed. Appeals will be considered by the College's Students Appeals Committee for final decision.

9.1.4 Students will finally be excluded from the College on account of poor academic performance after all other avenues have failed to restore their academic performance to the required level.

9.1.5. Exclusion holds for a minimum period of one year unless otherwise stipulated. Thereafter, a student may apply again if he/she is able to demonstrate that he/she has achieved a level of competence satisfactory/has resolved the personal circumstances that led to poor performance.

## **9.2 Categories**

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

### **9.2.1 Good academic standing (Green)**

9.2.1.1 New students who register for the first time, are initially deemed to be of good standing and coded GREEN.

9.2.1.2 A student remains coded as green provided he/she has passed at least 75% of the minimum expected credit load to date and also has passed 70% or more of the normal credit load of the current semester. These are regarded as acceptable performance levels; however, optional counselling and support is available if requested.

### **9.2.2 At risk (Orange)**

9.2.2.1 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. These students are coded ORANGE.

9.2.2.2 A student may be deemed "at risk" when:

- i) His/her performance is above minimum progression requirements but is not at the level of GREEN; that he/she has not passed 75% of the maximum expected credits to date
- ii) Fewer than 70% of the normal credit load has been passed in the current semester
- iii) Credit 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 he/she will remain at risk (orange) provided he/she continues to meet the set probation requirements which are reviewed each semester

### **9.2.3 Severely underperforming (Red)**

9.2.3.1 A student will be coded RED when his/her performance falls below the minimum progression requirements and he/she is placed on strict academic probation. After compulsory academic and personal or career counselling, he/she may be permitted to continue.

9.2.3.2 A student will be coded red for a second time if he/she 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 re-admitted. (Student Appeals Committee). If a student is re-admitted following a successful appeal, he/she is placed on final probation with specific conditions to be met and continued academic support.

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

9.2.3.4 If a student does not respond to such interventions and he/she continues to underperform, he/she must appeal for re-admission and may or may not be re-admitted on final probation. If re-admitted and still does not respond to interventions while on final probation, the student will be excluded and no further appeals are allowed.

### **9.3 Monitoring and Evaluation**

Monitoring and evaluation of this Academic Monitoring and Exclusion Policy should be conducted by the College itself.

### **9.4 Dispute resolution**

Any disputes in relation to this Academic Monitoring and Exclusion Policy, its application and the implementation shall be managed in line with the ATI's dispute resolution and grievance mechanisms.

## **10. Default**

This Academic Monitoring and Exclusion Policy is issued under the custodianship of the Hon MEC and HOD of the LDARD and therefore no deviation from this Policy will be allowed – unless permitted in writing by the HOD of the Department.

## **11. Inception date**

The date of inception of this Policy, is the date of approval (as indicated on the cover of this Policy document.)



## 12. Termination and review

This Policy will be reviewed every three years (or as and when a need arise) and may be replaced by a transversal Policy presented by Department of Agriculture, Forestry and Fisheries (DAFF) at any time.

Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

## 13. Enquiries and reporting

All enquiries regarding this Academic Monitoring and Exclusion Policy, should be directed towards: Tompi Seleka College of Agriculture at 013 264 5300.

The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document. The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

Recommended by:

  
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Head of Department

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Approved by:

  
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Hon MEC for Agriculture and Rural Development

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