

POLICY NUMBER:	2.9	VERSION NUMBER:	8.1
DATE LAST REVIEWED:	July 2024	NEXT REVIEW DATE:	July 2025
RELATED POLICIES:	Support for Students at Risk Policy Complaints and Appeal Policy	RESPONSIBILITY: Academic Board	
RELATED PROCEDURES:	Included in this policy		

ACADEMIC PROGRESSION POLICY

1.0 Purpose

This policy outlines the basic principles governing student progression through an enrolled course at the College.

2.0 Scope

This policy applies to all campuses including online, all accredited courses, all domestic students - higher education, all Academic staff, and all Student Support staff.

3.0 Principles

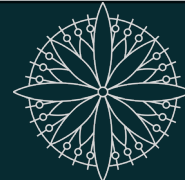
The College is committed to supporting student success and maintaining the integrity of its academic programs through clear and consistent expectations for academic progression. The following principles underpin this policy:

- 3.1 Students are responsible for managing their progression by enrolling in accordance with approved course structures and meeting all academic and professional requirements for each stage of their course.
- 3.2 The College provides timely information, academic advice, and support services to assist students to make informed decisions and to promote equitable opportunities for progression and completion.
- 3.3 Progression requirements, including pre- and co-requisites, are designed to ensure that students possess the requisite knowledge and skills to engage safely and competently in subsequent subjects, clinical practice, or professional settings.
- 3.4 Progression rules and requirements are published in course documentation and applied consistently across campuses and delivery modes.
- 3.5 In exceptional circumstances, the College may approve variations to normal progression (such as prerequisite waivers or altered study loads) where this does not compromise academic standards or regulatory obligations.
- 3.6 Academic progression is monitored and managed in accordance with the *Higher Education Standards Framework (Threshold Standards) 2021*, provider registration obligations, and internal quality assurance frameworks.

4.0 Student Progression

4.1 General Requirements

To undertake a course, a student must be correctly enrolled in that course. Progression through to graduation depends on successful completion of all required subjects in accordance with the approved course structure and within the maximum timeframes specified in this policy.



4.2 **Sequence of Study**

Most courses include defined underpinning knowledge and skill development. Students are expected to complete subjects in the sequence published in the course structure and normally to complete all subjects in the current academic year before progressing to the next year of study. Subjects which a student has failed may be carried over but must be successfully completed prior to enrolling in progressive subjects.

4.3 **Changes to Course Structures**

Where pre-requisite or co-requisite requirements, or other elements of a course structure, are amended, these changes will be clearly communicated to students. Students are expected to follow the updated course structure upon its implementation.

4.4 **Study Load**

Full-time study is defined as enrolment in 75–100 per cent of the standard study load for the course. Students studying less than 75 per cent of the standard load are considered part-time.

4.5 **Course-specific Progression Rules**

At times, the College may determine specific progression rules for particular courses that differ from the general progression requirements. Where this occurs, the applicable rules will be documented and communicated to all affected students.

4.6 **Teach-out or Transition Arrangements**

If the College discontinues a course or introduces a transition plan, affected students must follow the documented teach-out or transition arrangements to complete their studies. Students who fail to do so may be identified as 'at risk' of non-completion and may be excluded from the course.

4.7 **Concurrent Enrolment**

To maintain academic integrity and appropriate student progression, concurrent enrolment in two or more higher education courses, or in a higher education and VET course at the College, is not permitted.

5.0 **Pre-requisites and co-requisites**

5.1 Subjects may have pre- and/or co-requisites which ensure that students' progress through a course with the required background knowledge and skills to be successful and to practise clinical or other skills safely.

5.2 Pre-requisites are subjects that must be successfully completed prior to enrolment in a subsequent subject, while co-requisites are subjects that must be undertaken concurrently with, or completed prior to, enrolment in a related subject.

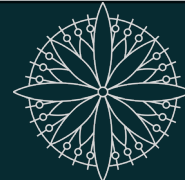
5.3 Pre- and co-requisites are enforced to maintain academic integrity and student safety, and students may not enrol in a subject unless all required pre- and/or co-requisites are met.

5.4 Students who have not completed the listed pre- and/or co-requisite may apply for a waiver where they can demonstrate that they have achieved the equivalent learning outcomes through other verified means.

5.5 Acceptable evidence may include:

- a) completion of an equivalent subject at another accredited institution,
- b) relevant professional or clinical experience,
- c) or other prior learning that provides comparable knowledge and skill.

5.6 A waiver will only be granted where the Head of Department is satisfied that the student possesses the necessary foundation to meet the learning outcomes and safety requirements of the subject.



- 5.7 Approval decisions will be documented on the student record to ensure transparency and academic integrity.

6.0 Enrolment conditions

- 6.1 To be eligible for an award, a student must successfully complete all specified requirements for the course they are enrolled in within a maximum number of calendar years, set as follows:
- 4-year qualification; award provided up to 10 years from initial enrolment
 - 3.5-year qualification; award provided up to 9 years from initial enrolment
 - 3-year qualification; award provided up to 7.5 years from initial enrolment
 - 2-year qualification; award provided up to 5 years from initial enrolment
 - 1.5-year qualification; award provided up to 4 years from initial enrolment
 - 1 year qualification; award provided up to 4 years from initial enrolment
 - 6-month qualification; award provided up to 2 years from initial enrolment
- 6.2 Course Structures may change during this time and students will need to transition into the revised course structure without disadvantage.
- 6.3 Transition of courses will not, in general, alter the maximum amount of time that the student has to complete the course from the time of initial enrolment.
- 6.4 If a student fails a subject at the end of a teaching period, they must repeat the subject within the next two intakes for that subject. This is to ensure a proper sequence of subjects and pre-requisites.
- 6.5 Any student who has demonstrated poor academic performance at the end of the semester with failure to progress in their subjects of study will be deemed “at risk” and directed to specific outcome depending on the severity of the “at risk” status.

7.0 Monitoring academic progression

Academic progression is monitored throughout a student’s enrolment at the College. The following list of three progression stages used to classify students who are not meeting academic progression requirements.

7.1 Student at risk (SAR)

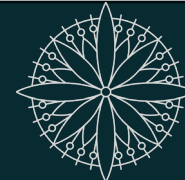
As per the [Support for Students at Risk Policy](#), a student is “at risk” of losing their good academic standing if they do not perform adequately to progress through their course. The Support for Students at Risk Policy identifies the student eligibility criteria for this progression stage.

7.2. Unsatisfactory academic progress - Probation

- 7.2.1 If at the end of each study period, if a student has failed 50% or more of their study load the student will be notified in writing that their academic status has changed to “Probationary Enrolment”.
- 7.2.2 The probationary enrolment status will remain for a period of 12 months; the status may be removed earlier if the student demonstrates significant improvement in academic progress.

7.3. Academic Exclusion

- 7.3.1 Students during probationary enrolment may be excluded from the College. Triggers for exclusion due to poor academic progress include:
- failed 50 percent or more of study load during the probation period, or
 - failed the same subject two (2) or more times, or



- has a GPA of less than 3.00.
- 7.4 Students who meet one or more of the above criteria will have their progress reviewed by the Dean – Higher Education.
- 7.5 Where it is deemed that a student is not progressing in their studies despite the support offered during Probationary Enrolment, they will be excluded for 12 months and Administratively Withdrawn from their studies.
- 7.6 If the student wishes to re-enrol following exclusion, a letter outlining reasons for return with inclusion of any changes in student's circumstances that will ensure their academic success is to be forwarded to the Dean - Higher Education. If their application is approved their academic status will be set as "Probationary Enrolment".
- 7.7 A student placed on probational enrolment or excluded from the College has the right of appeal as per the [Complaints and Appeal Policy](#).

8.0 Right of appeal

A student excluded from study or subject to any decision under this policy has the right of appeal as per the [Complaints and Appeals Policy](#).

9.0 Relevant Legislative and Regulatory Documents

- Higher Education Standards Framework (Threshold Standards) 2021

10.0 Version Control History

Version	Date Approved	Approved By	Summary of Changes
1.0	2009	College Council	Original policy extracted from 2009 Policies & Procedures Handbook
2.0	March 2011	College Council	Updated post-CRICOS audit (updates unspecified)
3.0	August 2012	College Council	Added definition of disadvantage in regard to transitioning students. Add definition of part time student & added 50% minimum part time requirement under 'Maximum Length of Enrolment'. Added higher education to title and specified higher education under scope. Deleted reference to international students under scope.
4.0	June 2014	College Council	Expanded reasons students may be considered 'at risk' (including teach-out arrangements). Added 3-month qualification timeframe. Updated related Support for Students at Risk Policy
5.0	March 2017	College Council	Updated to remove references to VET sector. Updated to be consistent with revised Admissions Policy to ensure no concurrent enrolment.
6.0	February 2019	College Council	Added reference to "Show Good Cause". Updated maximum study load.
6.1	September 2020	Academic Council	Updated mode of delivery
7.0	March 2023	Academic Council	Major review aligned to new Student Management System. Updated progression management framework.
8.0	July 2024	Academic Council	Moved support interventions to student support policy. Removed redundant definitions.



8.1	November 2025	Academic Council	Policy renumbered from ACA-015 to 2.9, in line with 2025 Policy framework updates. Clarified description of pre- and co-requisite requirements, including definition of acceptable evidence for waiver applications and approval responsibility. No change to policy intent or effect.
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