Course Progression Policy

Fact box

- **Policy owner:** Chair, Quality Assurance Committee
- **Policy category:** Academic: Academic Administration
- **Policy status:** Approved
- **Approval body:** Academic Board
- **Endorsement body:** Quality Assurance Committee
- **Related policies:**
    - [Assessment Policy](#)
    - [Exclusion from a Course or Subject Policy](#)
    - [Grading Policy](#)
    - [Higher Education Monitoring and Moderation of Grades Policy](#)
    - [International Student Policy](#)
    - [Micro-credentials and Short Courses Policy](#)
    - [Student Complaint, Grievance Resolution, and Appeals Policy](#)
- **Last amended:** 22nd April 2025
- **Relevant HESF:** Part A: 1.3, 1.4, 5.3 / RTO: 1.8–1.12 / National Code: Standards 6.2–6.4

Purpose

Alphacrucis University College (AC) is committed to maintaining high academic standards and supporting students to make satisfactory academic progress to complete their course of study in a timely manner and graduate.

The purpose of this policy is to ensure that academic progress principles and the framework for supporting students to maintain satisfactory course progress at unit or subject level, as well as course level, are transparent, consistent, and fair.

Scope

This policy applies to all students enrolled in, and all staff involved in the delivery of coursework subjects in both Higher Education (HE) and Vocational Education and Training (VET).

Policy

PRINCIPLES

- The student is responsible for achieving satisfactory academic progress and complying with all course requirements, including completing their course within the maximum time to complete.

- Student responsibilities include:

    - Taking accountability for their own learning,

    - Managing their study load, attending class as required by this policy, and undertaking the required hours of study each week, and

    - Seeking support in a timely manner with regard to academic skills and other support services.

- AC is responsible for monitoring students who are unable to achieve, at risk of not achieving, or have not achieved, academic progression requirements, with a focus on early intervention.

- AC is responsible for offering timely support to help the student take action to improve their academic performance and meet their course requirements.

- Application of this policy aims to ensure that students achieve:

  o standards of academic performance of the course as determined by Academic Board; and

  o professional standards of practice as determined by relevant professional accrediting bodies.

GLOSSARY

Academic progress: means the process of students advancing through their course of study as a result of achieving all the requirements of their award.

Maximum Time to Complete: means the maximum time permitted for a student to meet the Award Requirements as articulated in the Course of Study Handbook (HE courses), or in the case of International Students, the expected course duration specified on their Confirmation of Enrolment (CoE).

International student: is defined as an Overseas student per the Education Services for Overseas Students Act 2000 (ESOS Act)

PRISMS: means the Federal Government's Provider Registration and International Student Management System from which AC and other providers issue Confirmations of Enrolment (CoE) to, and report changes to the enrolments of international students.

POLICY

Unit or Subject Level

Course progress at the unit or subject level is assessed by the trainer or lecturer or . A student is deemed to be making satisfactory progress at the unit or subject level when:

Prior to Census Date:

- they have logged onto their enrolled unit or subject page on the learning management system (LMS) and engaged in learning activities; and/or

- they have attended class and engaged in learning activities.

Past Census Date:

- they achieve a passing grade or above; and

- they continue to engage with the LMS; and

- they maintain attendance for face-to-face and online classes that will give themselves every opportunity to meet the learning outcomes of the subject;

- they satisfy the mandatory attendance requirement prescribed in the unit or subject outline.

Course Level

Coursework students are expected to make satisfactory academic progress for each teaching period of their enrolment. Satisfactory course progress includes:

- successful completion of at least 50% of attempted units or subjects per semester (except for students currently on an Academic Progress Intervention Strategy who must successfully complete more than 50% of attempted subjects or units);

- successful completion of core units or subjects on the first or second attempt (that is, no unit or subject failed more than once);

- attendance at and engagement in learning activities via face-to-face and online classes as outlined above;

- following the course progression rules, including the pre-requisites, specialisation requirements, and any other requirements as outlined in the Course Handbook or course guidelines.

A student at risk of failing to maintain satisfactory course progress is one who:

- fails more than 50% of attempted units or subjects per semester.

- has failed a core unit or subject at their first attempt (HE only).

- does not maintain attendance for face-to-face and online classes where prescribed.

- does not fulfil course requirements.

- displays other academic and/or non-academic concerns that affect their studies (e.g. prolonged/regular extension requests, , compassionate or compelling circumstances).

A student has failed to make satisfactory course progress when:

- they are currently on an Academic Progress Intervention Strategy and they fail to meet its conditions; and/or

- they fail a core subject on their second attempt (HE only).

It is a student's responsibility to understand and meet all the requirements of their course as stated in their Course Handbook. To be conferred with a degree, a student must complete all the requirements of the course within the prescribed timeframe.

A student who wishes to lodge an appeal concerning any matter affecting their course progression should follow the procedure referenced in the Complaint, Grievance Resolution and Appeals Policy.

Responsible for implementation

Program Directors, Heads of School

Key stakeholders

Faculty and students

Related documents

[Complaint and Grievance Form](#)

Amend Enrolment Form (students should lodge their application through the Student Gateway, including all required supporting documentation)

Procedures

Course Progression Procedure

Early Intervention - Monitoring Attendance

Where appropriate, trainers or lecturers record electronically, all student attendance in each face-to-face or online unit or subject. A student whose attendance falls below the prescribed attendance for the unit or subject, without approval, is notified in writing by the trainer or lecturer and required to meet with the trainer or lecturer. Trainers and lecturers are advised to keep records of the advice and assistance they give students.

If a student's attendance has fallen below the prescribed attendance for the unit or subject, and the student has met and received approval from the trainer or lecturer regarding the circumstances for low attendance, the trainer or lecturer may allow the student to progress.

If a student's attendance falls below the prescribed attendance for the unit or subject, without approval, the trainer or lecturer informs the student, in writing, that they are at risk of failing the unit or subject, on the basis that their low attendance may impact their capacity to achieve the learning outcomes of the unit or subject.

Early Intervention – Monitoring Student Engagement and Progress

Prior to census date, AC will support students to enhance their course progress or engagement in learning.

Engagement is defined as a student logging onto their LMS enrolled unit or subject page and/or attending class, and in both scenarios, actively participating in learning activities.

If a student does not show engagement prior to census date and AC (Faculty and/or Student Support Services) cannot contact the student, their enrolment will be cancelled automatically.

After census date, a Program Director may determine that a student is at risk of unsatisfactory progress.

Monitoring Course Progress

Course progress at the course level is monitored and reported by Program Directors (or equivalent). Following monitoring of student assessment performance and/or the Internal Monitoring of Grades at the end of each teaching period, students are identified as:

1. Maintaining satisfactory course progress - no further action is required.

2. At risk of unsatisfactory course progress – an Academic Progress Intervention Strategy is implemented. This is a 'warning notice' and is an indicator of a student being at risk of unsatisfactory progress. Provisional Entry Students may be excluded from a unit or subject at this point (see the Provisional Entry Qualifying Period Policy).

3. Not maintaining satisfactory progress - a student may be excluded from a unit, subject, or course – see 'Exclusion from Subject and Course Policy'.

Intervention Procedure for Students-at-Risk of Unsatisfactory Progress

If a student is identified as being at risk of unsatisfactory course progress, either following the Internal Monitoring of Grades or at an earlier point, they are sent a 'warning notice' by a representative of the Student Progression team. This notice informs the student that they are being placed on an Academic Progress Intervention Strategy and recommends the student to:

- meet with the Program Director to discuss their progress;

- reduce their study load;

- take a leave of absence, if eligible;

- receive academic study skills and/or language assistance;

- improve attendance and engage in learning activities in class;

- engage in learning activities in the SMS

- be placed in a suitable alternative unit or subject or course of study;

- be referred to counselling/pastoral sessions to receive support with personal matters that are influencing their progress.

The student is also warned that they will need to improve their course progression to a satisfactory level to maintain their candidature. Failure to maintain satisfactory course progression may lead to the student being excluded from the course.

For international students, failure to maintain satisfactory progression may be reported via PRISMS, depending on the outcome of any appeals process. If their academic non-progress indicates a delayed completion date, AC may access PRISMS to issue a new COE with a revised completion date. Refer to the International Student Policy for a list of circumstances where an extension COE is permissible. Where an extension is granted, a copy is placed on the student file and given to the student.

Students who are on an Academic Progress Intervention Strategy are to have their academic progress reviewed at the subsequent teaching period Internal Monitoring of Grades Committee meeting. At this meeting, students are to be identified as:

1. Successful Intervention: Student has made satisfactory course progress and is:

- informed of their removal from the Academic Progress Intervention Strategy.

- allowed to enrol as usual.

2. Unsuccessful Intervention: Student deemed to be not maintaining satisfactory course progress or has not met other requirements of the Academic Progress Intervention Strategy.

- The student is excluded from the award and not permitted to re-enrol. See 'Exclusion from a Course or Subject Policy'.

Appeals Procedures

Any student who wishes to lodge an appeal concerning any matter affecting their course progression or course attendance should follow the procedure referenced in the 'Complaint, Grievance Resolution and Appeals Policy'.

Where the student has provided a successful appeal, the Program Director (or equivalent) will decide whether an intervention strategy will be necessary for the student.

Transfer of a Course of Study

Domestic students wanting to change their course of study must complete the 'Transfer of Course' form on their Student Gateway.

International students who have not completed at least six months of their principal course must complete the online 'Application for Release' form. Refer to the International Student Policy for more information.

All students must demonstrate they meet the admission criteria and that the change will not preclude them from progressing in the intended course of study.