

Policy Name	Academic Progression and Exclusion
Policy Number	A012
Approval Authority	Academic Board
Responsible Officer	Director of Studies
Operational Responsibility	Director of Studies
Purpose	This policy defines the conditions under which program progression and non-progression is determined. The policy also ensures students are able to complete the course within the expected duration of their Confirmation of Enrolment (CoE).
Scope	This policy applies to all LCI Melbourne students enrolled in credit bearing courses that result in an award, including overseas students and local HELP loan and non-HELP loan students.
Policy Statement	LCI Melbourne is committed to maintaining a high standard of academic outcomes and ensures that students maintain consistent achievement levels in their academic study across all study areas. Academic progression assessment is undertaken at end of each trimester as well as progression analysis which occur in the mid-trimester phase. There are six such progression validation periods throughout the academic calendar year. LCI Melbourne recognises the correlation between attendance, participation, and student success. Students are expected to attend and participate in all classes. Students are informed of the course requirements, attendance, and progression requirements at the commencement of each trimester via Unit Outline documentation. Reviews of students' academic performance are conducted in a consistent and equitable manner. Students are required to successfully satisfy all the requirements of their enrolled course to be awarded a qualification LCI Melbourne develops students to become independent learners therefore students are expected to take responsibility for their own learning and are encouraged to seek support as required. LCI Melbourne monitors all students' academic performance (Academic performance is measured by attendance, participation and student success) and manages students who are identified as being 'at risk' academically by providing for academic and individual support functions and services as required. An <i>Equitable Learning Plan</i> (ELP) strategy is implemented for any student that qualifies for support under the Disability Discrimination Act 1992. ELP's are developed in partnership with students and applied in a timely and consistent manner to ensure that all students have the best opportunity for academic success. Students deemed 'at risk' may be deemed ineligible for course progression if their progression has not advanced. A student may not be excluded from assessment before they have been issued with a warning letter or attended academic counselling. Unsuccessful progression occurs in the following instances: ▪ A student fails over 50% of subjects in a trimester ▪ An 80% attendance for all units of study have not been reached (this % is based on unexplained absences) ▪ A student withdraws or defers without notice

	▪ A student informally withdraws or defers during a trimester and/or discontinues studies without following the change of enrolment process Students must achieve a Pass (50% or greater) mark in order to gain credit for the unit studied, unless credit has been awarded for that unit under the Academic Credit and RPL Policy. Additional Requirements for International Students – Monitoring progress, attendance, and course duration LCI Melbourne complies with the Higher Education Standards Framework (Threshold Standards) 2021, ESOS Act 2000 and its regulations. All overseas students are informed of what the institute deems 'satisfactory program progress' during their application, interview, at orientation, at the commencement of a unit of study and throughout their study program. LCI Melbourne monitors the academic progression of international students and reports those students who fail to meet the academic progress requirements as specified in the guidelines, Standard 8 of The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018, Standard 8). LCI Melbourne monitors, assesses, and documents an international student's overall progress. This enables LCI Melbourne's Student Experience team and Academic leadership to ensure that all overseas students are well placed to complete their course of study within the expected duration in their CoE (Confirmation of Enrolment), and that their study time does not exceed the program duration as per the CRICOS registration. In accordance with The National Code 2018, Standard 9, the Institute may initiate a suspension or cancellation if; ▪ There has been a breach of course progress or attendance as per Standard 9 in The National Code 2018 and the LCIM attendance requirement ▪ There is evidence of misbehaviour as outlined in the Student Code of Conduct. ▪ The student has failed to pay the required tuition fee amount to the institute. LCI Melbourne may initiate a suspension or cancellation due to unsatisfactory course progress if: ▪ The overseas student has been informed of the intention to suspend/cancel has been issued in writing. ▪ Advise the overseas student of their right to appeal the decision in accordance with Standard 10 of The National Code 2018, within 20 days of receiving the letter of intent to cancel/suspend their enrolment. If the overseas student's enrolment is cancelled/suspended, the institute will take the appropriate reporting action required under Section 19 of the ESOS Act 2000.	
Definitions	Progression	The linear study trajectory of a student as they progress through their studies from simple-to-complex, novice-to-expert.
	Assessment	A tool by which a students' learning and acquisition of a unit's subject matter is measured.

	Equitable Learning Plan (ELP)	An ELP is a written statement that describes the adjustments, goals, and strategies to meet the educational needs of an individual student to enable them to reach their potential. An ELP is required for any student who has a physical disability, visual impairment, hearing impairment, severe behaviour disorder, intellectual disability, autism spectrum disorder, and/or severe language difficulties. An ELP is also required for all Koori students and is highly recommended for students with ongoing mental health issues.
	Student at Risk	A student deemed "at risk" refers to an individual who faces challenges related to academic progression and/or attendance, potentially jeopardising their academic performance and successful completion of their course.
Relevant Legislation	Tertiary Education Quality and Standards (TEQSA) Act 201 Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students Act 2000 Education Services for Overseas Students Regulations 2001 Australian Qualifications Framework (AQF) Disability Discrimination Act 1992. National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Support Act 2003 Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)	
Key Related Documents	Academic Progression and Exclusion Procedure Learning and Teaching Policy & Procedure Assessment Policy & Procedure Leave, Withdrawal, Exclusion and Suspension Policy Leave, Withdrawal, Exclusion and Suspension Procedure Student Grievance and Complaints (Non Academic) Policy Student Grievance and Complaints Procedure (Non Academic) Procedure Academic Grievance, Complaints and Appeals Policy & Procedure Academic Credit & RPL Policy Academic Credit & RPL Procedure Enrolment Terms and Conditions	
Date Approved	17 June 2024	
Date of Commencement	17 June 2024	
Date for Review	M2 2027	
Documents superseded by this Procedure	Academic Progress Policy Leave, Withdrawal, Suspension and Exclusion Policy (part)	
Approved by Academic Board	Special Meeting June 2024 – Minutes 17 June 2024	

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Students Dean Academics Admissions Student Experience

Amendment History				
Version	Authored by	Description of Changes	Date Approved	Effective Date
1.0	Academic Dean	Course Progression Policy	December 2014	December 2014
2.0	Academic Dean	Merged data from LCI Melbourne and LaSalle College Vancouver Course Progression Policies	December 2017	January 2018
3.0	General Manager	Leave, Withdrawal, Exclusion, Suspension Policy	January 2019	January 2019
4.0	Academic Manager	Academic Progress Policy and Leave, Withdrawal, Suspension and Exclusion (part) merged into new policy and procedural document	July 2021	July 2021
5.0	Dean	Update to policy – CRICOS	June 2024	June 2024
6.0	Director of Studies	Update to policy	September 2025	September 2025