

ACADEMIC PROGRESSION AND EXCLUSION POLICY



Policy Name	Academic Progression and Exclusion
Policy Number	A012
Approval Authority	Academic Board Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	This policy defines the conditions under which program progression and non-progression is determined.
Scope	This policy applies to all LCI Melbourne students enrolled in credit bearing programs that result in an award, including overseas students and local HELP loan and non-HELP loan students.
Policy Statement	<p>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.</p> <p>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.</p> <p>Students are informed of the program requirements, attendance and progression requirements at the commencement of each trimester. Reviews of students' academic performance are conducted in a consistent and equitable manner. Students are required to successfully complete all units in their enrolled program in order to be awarded a qualification.</p> <p>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 and manages students who are identified as being 'at risk' academically by providing for academic and individual support functions and services as required.</p> <p>An Equitable Learning Plan (ELP) strategy is implemented for each student whose performance is unsatisfactory and their academic progression is deemed at risk, as outlined in this policy.</p> <p>ELP's are applied in a timely and consistent manner to ensure that all students have the best opportunity for academic success.</p> <p>Students deemed 'at risk' may be deemed ineligible for program 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.</p>

	<p>Unsuccessful progression occurs in the following instances:</p> <ul style="list-style-type: none"> ▪ A student fails 100% of subjects in a trimester ▪ 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 <p>Students must achieve a Pass (50% or greater) mark in order to progress to the next stage of their studies. A student may not progress to a higher AQF level of study in a unit area without achieving a Pass in the preceding stage.</p> <p>NB. Exceptions may apply based on prior learning and must be approved by the Academic Manager and Dean and Principal.</p> <p>Additional Requirements for International Students – Monitoring progress, attendance and program duration</p> <p>LCI Melbourne complies with the Higher Education Standards Framework, TEQSA Framework, ESOS Act 2000 and its regulations.</p> <p>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.</p> <p>LCI Melbourne monitors the academic progress 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).</p> <p>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.</p> <p>In accordance with The National Code 2018, the Institute may initiate a suspension or cancellation if;</p> <ul style="list-style-type: none"> ▪ There has been a breach of program progress or attendance as per Standard 8 in The National Code 2018 ▪ 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 as stated in the written agreement. <p>LCI Melbourne may initiate a suspension or cancellation due to unsatisfactory program progress if:</p> <ul style="list-style-type: none"> ▪ 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. <p>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.</p>	
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.

Relevant Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 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) 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 Learning and Teaching Procedure Assessment Policy Assessment 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 Credit & RPL Policy Academic Credit & RPL Procedure Enrolment Terms and Conditions				
Date Approved	19 July 2021				
Date of Commencement					
Date for Review	Q2 2023				
Documents superseded by this Procedure	Academic Progress Policy Leave, Withdrawal, Suspension and Exclusion Policy (part)				
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	July 2021	July 2021

			Exclusion (part) merged into new policy and procedural document		
Signed and dated for LCI Melbourne	Approved by Board of Directors Q2 2021		19 July 2021		

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