

Academic Progression Review Policy

Section 1 - Key Information

Policy Type and Approval Body	Academic - Academic Board
Accountable Executive - Policy	Deputy Vice-Chancellor (Academic)
Responsible Manager - Policy	Pro Vice-Chancellor (Student Experience and Employability)
Review Date	16 October 2028

Section 2 - Purpose

(1) This Policy outlines the conditions and processes adopted by the University to monitor, assess and support the academic progression of enrolled students in keeping with the [Higher Education Standards Framework 2021](#), the [Education for Overseas Students Act 2000](#), and the [Academic Progress Statute 2010](#).

Section 3 - Scope

(2) This Policy applies to all students in any award coursework course.

(3) This Policy does not apply to students enrolled for higher degrees by research at the University, who should refer to La Trobe University's [Academic Progress Statute 2010](#) and the following policies:

- a. [Graduate Research Candidature Policy](#)
- b. [Graduate Research Progress Policy](#)

Section 4 - Key Decisions

Key Decisions	Role
Decision to restrict a student's enrolment load in a course or exclude a student from a course after failure to satisfactorily show cause	Academic Progression Officer: nominated senior academic (Level C or higher)

Section 5 - Policy Statement

(4) The University is committed to supporting all students, irrespective of their educational background, entry pathway, mode or place of study to achieve their goals in higher education. In terms of this Policy this means that:

- a. students' academic performance is reviewed in a consistent, phased and equitable way;
- b. students who are experiencing difficulties are identified as early as possible through formal progression

monitoring and additional measures such as early assessment in all subjects, as outlined in the [Assessment Policy](#);

- c. interventions at each stage of academic progression monitoring provide students with multiple avenues for academic and non-academic support and clear information about the consequences of failing to follow agreed action plans.

(5) Trends in rates of retention, progression and completion of specific student cohorts are monitored to fulfil legislated reporting requirements and to inform the University's admission practices, course design, and targeted support provision.

(6) The University recognises that students may experience difficulties with academic progression for circumstances beyond their control, or where their original choice of course was unsuitable. Students who are excluded from their original course as an outcome of academic progression management may:

- a. reapply for admission to the original course after any conditions of their exclusion have been met;
- b. apply for admission to another course of the University at any time.

Section 6 - Procedures

Part A - Monitoring and Determining Academic Progression

(7) Academic progression in a coursework course is assessed at designated points in time, known as Progression Periods.

(8) Where students pass all the subjects in which they are enrolled no interventions are made.

(9) Students who experience subject failure will trigger one of three stages of academic progression:

- a. Academic Progression Stage One (AP1) – Recovery
- b. Academic Progression Stage Two (AP2) – Support and Sanction
- c. Academic Progression Stage Three (AP3)– Show Cause and Course Exclusion

(10) The thresholds at which students are assessed as having triggered a progression stage are outlined in Table One with the associated support and interventions.

(11) Progression outcomes may be reviewed in circumstances where a change is made to a student's results for any reason, including a successful appeal against a Remission of Debt outcome for Special Circumstances (see [Student Fees Procedure – Remission of Debt or Fee Liability](#)).

(12) Where an international student triggers an academic progression stage and it becomes evident that they cannot complete their course within the expected duration outlined on their Commencement of Enrolment (CoE) they may have their duration of study extended. Where this occurs the student is responsible for making an application to extend their CoE.

Part B - Details of Academic Progression Stages

Table One - Summary of Thresholds and Interventions

Stage	Thresholds	Communication or Intervention
Green	Student has passed the subjects in which they are enrolled	No intervention or communication

Stage	Thresholds	Communication or Intervention
Recovery (AP1)- Yellow	Triggered when a student fails one subject for the first time other than a workplace-based subject	- AP1 support communication - Academic Recovery Module - Support from Library and Learning Services Teams
Support and Sanction (AP2)- Amber	Triggered when a student: - fails for the first time any workplace-based subject, or - fails 50% or more of their enrolled credit points for the first time, or - fails the same subject in a course for a second time, or - triggers AP1 more than three times.	- AP2 support communication requiring attendance at academic recovery workshop (all students) - Attendance at workshop required to lift any restrictions applied Students enrolled in subjects other than workplace-based subjects - A maximum enrolment of 45 credit points is applied in the next enrolled Progression Period Students enrolled in workplace-based subjects The Course Coordinator will review the student's ability to progress to determine whether an enrolment restriction should be applied. Triggering AP1 more than three times If a student passes all subjects they will not be identified as AP2 based on historical data
Show Cause and Course Exclusion (AP3)- Red	Triggered when a student: - fails for a second time any workplace-based subject, or - fails 50% or more of their enrolled credit points for the second time, or - fails the same subject in a course for the third time, or - exceeds the maximum completion date for their course, or - reaches AP3 for a second time (in a same or different course). This only applies where a restriction was imposed as the outcome for the first AP3 instance.	AP3 support communication, including: - advice of potential course exclusion - invitation to show cause Show cause submission and assessment Possible outcomes: - course exclusion upheld, - enrolment load restriction of maximum of 45 credit points or less applied.

(13) Students enrolled in thesis subjects worth 30, 45 or 60 credit points will not have an enrolment restriction or cancellation applied to these subjects.

Academic Progression Stage One - Recovery

(14) Students who trigger AP1 receive a communication that includes:

- an explanation of why they have triggered this progression stage;
- a request to engage with supports as identified through completion of the Support Survey in the academic recovery module;
- an explanation of the potential consequences of continued academic failure, including enrolment sanctions and course exclusion.

(15) Student engagement with academic support at AP1 is tracked for consideration in future academic progression stages as appropriate.

Academic Stage Two - Support and Sanction

(16) Students who trigger AP2 receive a communication advising:

- why they have triggered this progression stage;
- that their enrolment load in the next Progression Period will be restricted to a maximum of 45 credit points, unless they are enrolled in a thesis subject or a workplace-based subject. Students enrolled in workplace-based subjects will be advised that their enrolment will be reviewed by their Course Coordinator to determine if an

- enrolment load restriction should be applied;
- c. if they are an international student the potential impact on their CoE and visa;
- d. they are required to attend an academic recovery workshop facilitated by Student Advisors in the next Progression Period;
- e. that the enrolment sanction can be lifted following attendance/engagement with the academic recovery workshop;
- f. the consequences of continued academic failure;
- g. their options for appealing the decision to place conditions on their enrolment (see Part C) and the availability of independent advocacy support.

(17) During the academic recovery workshop students are required to engage in self-assessment and action plan generation. They may seek additional advice where required from ASK La Trobe, a Student Advisor or their Course Coordinator.

Academic Progression Stage Three - Show Cause and Course Exclusion

Show Cause

(18) Students who trigger AP3 receive a communication:

- a. advising that they have reached the final stage of academic progression monitoring and why;
- b. inviting them to make a written submission within 10 business days to show cause as to why they should not be excluded from their course, and providing guidance about how this is done;
- c. if they are an international student, stating the potential impact on their CoE and visa;
- d. outlining their options for appealing the proposal to exclude them from their course and the availability of independent advocacy support.

(19) Where a student fails to make a show cause submission within 10 business days, they will be advised that the University will take steps to exclude them from their course to be effective immediately at the conclusion of the applicable appeal period.

Academic Review and Determination

(20) Student Advisors review a student's show cause submission and engage with the nominated senior academic staff member to determine an outcome. A student's level of engagement with AP1 or AP2 interventions will be taken into consideration in the determination.

(21) Following the final outcome decision a communication is sent to the student advising:

- a. that they may remain enrolled in the course but may be subject to a credit-point restriction (equal to 45 credit points or less), or;
- b. that they are to be excluded from the course for a period of nine months, calculated from the date of the notification letter;
- c. if they are an international student, that they should seek advice regarding the impact on their CoE and visa;
- d. their options for appealing the outcome and the availability of independent advocacy support.

(22) Any enrolment restrictions imposed at AP3 will take into account the circumstances of students who:

- a. have reached the maximum duration of study for their course, or the Expected Duration (international students) (see [Enrolment Procedure - Variations](#));
- b. are enrolled in an accredited course.

Course Transfers and New Courses

(23) Records of all academic progression communications, interventions and engagement from students are maintained on student files. Where a student has been subject to unsatisfactory academic progression in a prior course and subsequently transfers or applies and enrolls into another course, any active enrolment sanctions (such as a credit-point restriction) will be applied to the new course until such sanctions have expired.

(24) When undertaking a new course of study students with a history of unsatisfactory academic progression are advised to undertake the self-assessment tool to assist in their preparation for further study.

(25) The student's previous academic progression history will be taken into consideration where any further academic progression issues arise in the new course.

Part C - Review

(26) Students may seek a review of a decision made to exclude them from their course under this Policy through the University Appeals Committee (UAC) under the provisions of the [Academic Progress Statute 2010](#). Students must apply for such a review within twenty (20) business days of notification of the decision (note this timeframe differs from that outlined in the Statute to fulfil requirements under [ESOS](#) legislation).

(27) The decision of the UAC is the final decision of the University. The University Ombudsman is not able to review decisions made by the UAC, however, students who have concerns about any aspect of the process or the way in which this Policy has been applied (as opposed to the decision or outcome) may lodge a complaint with the University Ombudsman.

(28) Students who remain dissatisfied after all University processes have been exhausted may choose to lodge a complaint with the [National Student Ombudsman](#). The Ombudsman is an independent service and is free.

(29) See Part I of the [Enrolment Procedure - Variations](#) for the management of enrolment for all students during any applicable appeal periods.

Part D - Monitoring

(30) Data and reporting on student success and progression is supplied by the University's Data and Performance Analytics team. Trends are analysed to inform any recommendations for practice, especially as they relate to the progression of identified sub-cohorts.

(31) Education Committee is charged with monitoring the outcomes of this Policy and the processes and supports for academic progression on behalf of Academic Board.

Section 7 - Definitions

(32) For the purposes of this Policy and Procedure:

- a. Course Coordinator: the academic member of staff who is formally responsible for coordinating the teaching and administration of a specific course and who, for purposes of this Policy, is responsible for intervention action when required.
- b. exclusion: means the temporary or permanent prohibition of an individual from accessing any or all University facilities and services or participating in University activities. A temporary prohibition may be for a specific period or until a condition or conditions have been met. Where a student or participant is excluded from a course, short course or subject, their enrolment in the course, short course or subject is cancelled and, where

not prevented by the terms of their exclusion, they must reapply for admission.

- c. Progression Period: the period of study at the end of which a student's academic progression is formally assessed. A Progression Period may include more than one teaching period and applies to both semester- and term-based subjects. Each subject enrolment will be allocated to a specific Progression Period according to the date of the last day of the Teaching Period in which the subject is offered. This allocation is irrespective of location or mode of delivery, and of the academic year in which the Teaching Period commenced.
- d. student advisor: a professional staff member who provides advice and referrals to support student success and the academic progression of students.
- e. teaching period: the time between the commencement of teaching and the conclusion of teaching in any given subject.

Section 8 - Authority and Associated Information

(33) This Policy is made under the [La Trobe University Act 2009](#).

(34) Associated documents include:

- a. [Academic Progress Statute 2010](#)

(35) A full list of subjects classified as workplace-based subjects can be found by accessing the:

- a. [CourseLoop Power BI Dashboard](#) (for staff)
- b. [La Trobe Handbook](#) (for students)

Status and Details

Status	Current
Effective Date	16th October 2025
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Expiry Date	Not Applicable
Responsible Manager - Policy	Naomi Dempsey Pro Vice-Chancellor (Student Experience and Employability)
Enquiries Contact	Student Experience & Employability