
STUDENT PROGRESSION, EXCLUSION AND GRADUATION PROCEDURE

1.0 Purpose

This document details the procedure by which CG Spectrum Institute (CGSI) determines whether students have met course completion requirements; defines the procedure for exclusion of students due to lack of progress; and details the procedure for confirmation of students' course completion and eligibility to graduate. The Procedure is in accordance with the Higher Education Standards Framework (Threshold Standards) 2021 and the National Code of Practice for Providers of Education and Training to Overseas Students, 2018, (National Code).

2.0 Scope

This policy applies to all students enrolled in CGSI's accredited higher education courses.

3.0 Definitions

The requirements to maintain **Minimum Academic Standards** means:

- a student must not fail more than one subject in a given trimester or have a history of failing across consecutive trimesters; a student who attempts a subject more than once is required to pass at the second attempt.

Maximum candidature means students shall complete their higher education course within a prescribed number of years from the date of their first enrolment as listed below:

- For Diploma students, the maximum enrolment period is 3 years;
- For a Bachelor degree student, the maximum enrolment period is 8 years;
- For a Graduate Certificate student, the maximum candidature is 3 years;

A time limit is placed on course completion to ensure that the qualification awarded reflects contemporary knowledge and skills.

Application for an extension of time means a formal application for an extension of time to complete a qualification. The application must be based on compelling and compassionate circumstances.

Compassionate and compelling circumstances mean events that:

- are beyond the control of the student;
- occurred before the student was formally advised by the Academic Director that there was a risk of exceeding the maximum candidature for the enrolled course;
- have had a detrimental impact on the student's capacity to progress through the course;

Note: in the case of illness or injury, a medical certificate, police report or similar

documentation is required.

4.0 Responsibilities

The **Academic Board** is responsible for monitoring the implementation of this procedure.

The **Academic Director** is responsible for the:

- application of this procedure;
- advising students of their eligibility to graduate;
- after the due process outlined in this procedure, excluding students who fail to maintain minimum academic standards and/or complete their course within the period of maximum candidature;
- verifying that a student has satisfactorily completed all course requirements before recommending to the Academic Board that a student be awarded a qualification;
- assuring the results recorded for each student at the end of each session;
- monitoring the academic performance of students against the minimum academic standards at the end of each session;
- formally notifying students who consistently fail to meet the minimum academic standards that they must provide a written statement outlining why they should be permitted to continue their enrolment;
- advising students who have failed to meet minimum academic standards and determining what additional support each student requires;
- providing early advice to students who are at risk of exceeding the maximum candidature; and
- benchmarking a sample of student assessments against those of other higher education institutions.

The **CEO** is responsible for making decisions about students who do not meet minimum academic standards.

5.0 Procedure

1. CGSI has policies and procedures in place to ensure that the qualifications it awards are positioned at a level commensurate with the AQF standards they purport to meet.
2. CGSI has policies and procedures in place to ensure that all students are provided with the best opportunity to successfully complete their enrolled course (refer to *Students at Risk Policy and Procedure*).

5.1 Students who fail to meet minimum academic standards

1. A student who fails to meet minimum academic standards after additional support has been provided, will be formally required to provide a written statement to the Academic Director outlining the reasons why they should be permitted to continue their enrolment in the course.
2. The written statement must be provided within ten (10) working days of the notification.
3. The Academic Director will consider the statement and may recommend to the CEO that:
 - the student be excluded from the course;
 - the student continue without conditions, subject to a review at the end of the

following session; or

- the student be permitted to continue the course with specific documented conditions.
4. The CEO will notify the student in writing within five working days of the decision, and inform the student of the right to appeal the decision.
 5. A student who does not submit a written statement by the due date may be excluded from the course or have his/her enrolment terminated.
 6. A student permitted to continue enrolment in the course with conditions, but who again fails to maintain minimum academic standards or breaches the conditions, will be excluded from the course.

5.2 Students at risk of failing to complete with the maximum candidature

1. The Academic Director is responsible for monitoring the progression of individual students in their enrolled course.
2. The Academic Director will formally notify students at risk of exceeding the maximum candidature no later than two sessions prior to possible exclusion. The notification will be included in the student's record.
3. An intervention plan will be developed (refer to *Students at Risk Policy and Procedure*).

5.3 Applications for an extension of time beyond the maximum candidature

1. Students may formally apply to the Academic Director for an extension of time to complete their course when they can reasonably be expected to complete within two additional sessions of study.
2. Extensions may be granted if:
 - there are compassionate or compelling circumstances on the basis of demonstrable evidence;
 - an intervention strategy is being implemented because the student is at risk of not meeting course progress requirements; and /or
 - an approved deferral or suspension of the overseas student's enrolment has occurred

5.4 Progression and Exclusion

1. Applications must be submitted at least one session prior to the expiry of the student's maximum candidature. The application is to include reasons for the student's inability to complete the qualification within the prescribed period.
2. Each application will be considered on its merits and with reference to the student's academic performance and the integrity of the course.
3. The Academic Director will provide a written response to the student within ten (10) working days outlining the decision, and informing the student of the right to appeal the decision.

5.5 Students who fail to complete within the maximum candidature

1. Students who fail to complete course requirements within the specified time limit (including any extension of time granted) will be excluded from the course and have their enrolment terminated.
2. A statement that the maximum period of candidature has been exceeded will appear on the Statement of Attainment issued to the student.
3. Students will be advised in writing of the decision to exclude them from the course and terminate their enrolment, and will be informed of the right to appeal the decision.

5.6 Failing a core / pre-requisite unit of study

1. A student who fails a core or pre-requisite subject twice may be excluded from the course.
2. When the student's academic performance in other subjects has been satisfactory, the student may apply to the Academic Director for approval to repeat the subject.
3. The Academic Director will assess the student's academic performance and interview the student before making a decision.
4. Students will be advised in writing of the Academic Director's decision and will be informed of the right to appeal the decision.

5.7 Exclusion of students

CGSI may exclude a student from a course for a minimum period of two sessions on the following grounds:

- the student has exceeded the maximum period of study for his or her course;
- the student has failed a core subject twice;
- the student has failed a compulsory practicum or placement;
- the student has failed more than 50 per cent of her/his enrolled subjects in the course in each of the preceding two active sessions of enrolment; and /or
- the student has failed to comply with an agreed academic plan under the terms of the Students at Risk policy.

The Academic Director (or his/her delegate) has the authority to exclude students according to the processes outlined in procedure, and will formally advise the student of the exclusion and inform the student of her/his right to appeal the decision.

5.8 Excluded students applying for re-enrolment

A student who has been excluded due to unsatisfactory academic progress may apply for re-enrolment in writing to the Academic Director outlining the basis for re-enrolment, provided that two sessions have elapsed since the exclusion.

5.9 Termination of enrolment

A student who has been excluded due to unsatisfactory academic progress and who does not apply for re-enrolment after two sessions will have her/his enrolment terminated.

5.10 Reporting for International Students

CGSI will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS if:

- any internal and external complaints processes have been completed and the decision or recommendation supports the registered provider;
- the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period;
- the overseas student has chosen not to access the external complaints and appeals process and/ or
- the overseas student withdraws from an internal or external appeals processes by notifying the registered provider in writing.

5.11 Graduation

1. The Academic Director will monitor student progression on a session basis, and will assure the academic results recorded for each student, in each session, through an audit of individual results against the minutes of the Assessment Committee (refer to the *Assessment and Moderation Policy and Procedure*).

2. The Learning and Teaching Committee will ensure that the assessments of each cohort of students being recommended for award of a qualification:
 - have been subjected to a process of rigorous scrutiny throughout the course as a result of the *Assessment and Moderation Policy* and review processes;
 - are comparable with those of other providers as a result of CGSI's benchmarking activities.
3. Students who have an outstanding debt to the Institution, or who are facing a student misconduct complaint, shall not be permitted to graduate until such debts have been paid or the misconduct complaint process has been completed.
4. The Academic Director (or his/her delegate) will advise students in writing of their eligibility to graduate. The student will nominate whether they will attend a graduation ceremony or graduate in absentia by signing and returning the appropriate form.
5. The Academic Board will confirm the list of graduands and refer the list to the Board of Directors for approval.

6.0 Related

Student Progression Exclusion and Graduation Policy
Quality Assurance Framework
Assessment and Moderation Policy
Assessment and Moderation Procedure
Course Design Development and Approval Policy
Course Design Development and Approval Procedure
Course Evaluation and Review Policy
Course Evaluation and Review Procedure
Benchmarking Policy
Benchmarking Procedure
Students at Risk Policy
Students at Risk Procedure
Graduation and Conferral Policy
Graduation and Conferral Procedure
Grievance Complaints and Appeals Policy
Grievance Complaints and Appeals Procedure

Version Control

Document:	Student Progression Exclusion and Graduation Procedure		
Approved by:	Academic Board	Date:	14 May, 2026
Version:	2.2	Replaces:	2.1
Next Review Date:	2027		
Version History			
Version	Change Notes		
2.2	The Stages outlined in this procedure have been further refined to include two informal internal stages (previously only one) followed by one internal formal stage and two external formal stages. This brings the process more in line with our current staffing arrangements		
2.1	Updated to align with language used in the <i>Students at Risk Policy</i> and approved course proposal submissions' candidature time limits.		
2.0	CRICOS minor edits 24/06/2021		
1.2	Minor edits and logo		