

---

# STUDENT PROGRESSION, EXCLUSION AND GRADUATION POLICY

## 1.0 Purpose

---

This document sets out the policy by which CG Spectrum Institute (CGSI) assesses whether students have met course completion requirements; defines the grounds for P; and details the rules for confirmation of students' course completion and eligibility to graduate. The policy is in accordance with the Higher Education Standards Framework (HESF) 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

---

A student is deemed to be at 'Significant Risk' if they have failed more than one subject in a given trimester, or have a history of failure across consecutive trimesters.

**Maximum candidature** means students shall complete their higher education course within a prescribed number of years/sessions from the date of their first enrolment (students may undertake two or three trimesters per year). A time limit is placed on course completion to ensure that the qualification awarded reflects contemporary knowledge and skills:

- 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 years;

**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 policy.

The **Academic Director** is responsible for the application of this policy, in particular for:

- assuring the results for each student are recorded and communicated to each student at the end of each trimester;
- monitoring the academic performance of students against the minimum academic standards at the end of each trimester;
- formally notifying students who fail to meet the minimum academic standards that they must provide a written statement outlining why they should be permitted to continue their enrolment;
- providing early advice to students at risk of exceeding the maximum course candidature;
- verifying that students have satisfactorily completed all course and institutional requirements and are eligible to graduate.

The **Faculty Dean** will provide guidance and advice to students who have failed to meet minimum academic standards, or who are at risk of non-completion, and determine:

- what additional support each student requires;
- what alternative study loads may be appropriate;
- whether students who have failed to complete their course within the maximum candidature will be excluded from the course.

## 5.0 Policy

---

1. The integrity of CGSI's grades and accredited higher education courses is paramount.
2. CGSI is committed to ensuring that student assessment, and course progression, exclusion and graduation processes, are objective, transparent and consistent.
3. The assurance of academic standards is a high priority for CGSI and is the responsibility of all staff.
4. All students will be provided with the necessary academic advice and welfare support to give them every opportunity to successfully complete their course without compromising the integrity of CGSI's higher education courses.
5. Students who do not maintain CGSI's minimum academic standards will have their names added to the Students at Risk Register (Significant Risk category).
6. Students who fail to complete their course within the maximum candidature period will be provided with a final opportunity to present their case for being permitted to continue with their course to the Faculty Dean.
7. Students who are permitted to extend their period of enrolment must maintain satisfactory academic progress or be excluded from the course.
8. The Faculty Dean, supported by the Student Success Advisor, will monitor student progression on a trimester basis, and will assure the academic results recorded for each student in each session, through an audit of individual results within Grade Reports (refer to *Assessment and Moderation Policy and Procedure*).
9. The Learning and Teaching Committee will ensure that the assessment of each cohort of students recommended for award of a qualification:

- have been subjected to a process of rigorous scrutiny throughout the course as a result of the implementation of the *Assessment and Moderation Policy and Procedure*;
  - are comparable with those of other providers as a result of CGSIs' benchmarking activities.
10. Students who have an outstanding debt to CGSI or a current misconduct complaint, will not be permitted to graduate until such debts have been paid or misconduct complaints concluded.

## 6.0 Related

---

Student Progression Exclusion and Graduation Procedure  
Graduation and Conferral Policy  
Graduation and Conferral Procedure  
Quality Assurance Framework  
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  
Assessment and Moderation Policy  
Assessment and Moderation Procedure  
Students at Risk Policy  
Students at Risk Procedure

## Version Control

<b>Document:</b>	Student Progression Exclusion and Graduation Policy		
<b>Approved by:</b>	Academic Board	<b>Date:</b>	14 May, 2026
<b>Version:</b>	2.1	<b>Replaces:</b>	2.0
<b>Next Review Date:</b>	2027		
<b>Version History</b>			
<b>Version</b>	<b>Change Notes</b>		
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		