

STUDENT PROGRESSION POLICY

Purpose The purpose of this policy is to set out how the College supports all students to progress through their course of study and to identify and manage students at risk of not completing their course of study.

Applicability The policy applies to all full-time, part-time and casual employees of The College of Law Limited (College) and is limited in applicability to Australian award programs.

Principles The College is dedicated to helping every student to reach their full potential and is committed to providing the support students need to successfully complete their program of study.

To achieve this, the College will:

- (a) Provide a learning environment that assists students to reach their learning goals;
- (b) Regularly monitor and review each student's progress, and ensure students are given clear and timely advice and information about progression;
- (c) Identify where an intervention is needed to guide progression;
- (d) Treat students impartially and equitably during all stages of a student progression review process; and
- (e) Negotiate reasonable adjustments to support academic achievement and participation.

Student at risk indicators

1. Attendance and participation
 - In the PLT Program, students who do not complete two consecutive subjects in accordance with the course timetable are students at risk.
 - In Postgraduate Programs, a student who does not enrol in a subject in the following year is a student at risk.
2. Digital literacy
 - The student appears to lack the digital literacy to complete the program.
3. Students struggling to understand training content or assessment requirements
 - The student fails a summative assessment.

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- The student resubmits a formative assessment more than three times without attaining the requisite level of competency.
4. Student support matters
- The student requires reasonable adjustments.
 - The student requires other supports outlined in the Support for Students Policy.

- Accountabilities**
1. Senior Academic Officer (for the PLT Program) and Executive Director of Postgraduate Programs (for Postgraduate Programs)
 - Ensuring monitoring of student progression across modes of delivery including the development and maintenance of relevant procedures for approval by the Academic Board.
 - Supporting Executive Directors (in relation to the PLT Program) and the Director of Academic Quality (in relation to Postgraduate Programs) to implement this policy.
 - Liaising with the Academic Secretary where intervention is needed to guide progression.
 - Reporting emerging trends and themes in student progression to the Academic Secretariat.
 2. Executive Directors (for the PLT Program) and Director of Academic Quality and/or Manager of Program Operations and Delivery (for Postgraduate Programs)
 - Including student progression as an agenda item for staff, team and lecturer meetings to discuss complex or emerging progression issues.
 - Managing student progression through the course, including deciding on reasonable adjustments.
 - Supporting lecturers to implement reasonable adjustment plans a plan is required.
 - Ensuring entry in the Support for Students Register (in accordance with the Support for Students Register Procedure) where there is evidence progression is being impacted by wellbeing, disability or other student support matters.
 - Referring students on student visas who are not progressing to the Student Liaison Officer.
 3. On Campus Course Lecturer
 - Monitoring and reporting in relation to CRICOS PLT students in accordance with the Monitoring Overseas Students Progression Policy
 4. Lecturers
 - Monitoring for any signs of a student at risk of non-completion and initiating contact with students or referral to Customer and Student

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Engagement as appropriate if they are struggling to progress or disengage.

- Sharing observations at staff, lecturer or team meetings to develop strategies to support individual students or cohorts of students.
- In the PLT Program, notifying the Executive Director or their delegate when a student falls more than two subjects behind.

5. Customer and Student Engagement

- In Postgraduate Programs, identifying any student seeking to re-enrol who has failed two or more consecutive subjects for the purpose of escalation to the Manager, Program Operations and Delivery for appropriate action before any re-enrolment is processed.
- In Postgraduate Programs, contacting students who have not submitted an assessment by the due date or any extended due date.

Related Documents

Support for Students Policy
 Support for Students Register Procedure
 Disability Policy
 Mental Health Safety Policy
 Monitoring CRICOS Students Policy

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