



HE Course Progression and At Risk Student Policy

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Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ Aboriginal and Torres Strait Islander Peoples Framework Policy ➤ HE Admissions Policy and Procedure ➤ HE Course Progression and At Risk Student Procedure ➤ Student Support, Welfare and Wellbeing Policy and Procedure 		

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HE Course Progression and At Risk Student Policy

Purpose

This Policy sets out how Lyons College will determine satisfactory course progression and how “At-Risk” students will be identified and dealt with.

Scope

This Policy applies to all higher education units and courses.

Background

Lyons College takes student progression seriously and considers it crucial to carefully determine where progress is unsatisfactory. The fair determination of expectations for progress, and the clear communication of these expectations to students, ensures transparency and early intervention to prevent student failure.

National Code – standard 10 Monitoring Course Progress

Registered providers systematically monitor students’ course progress. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the course progress requirements.

Policy

1. Management of Student Progression

Lyons College wants to ensure that students are given the best opportunity to succeed in their academic endeavours. To do this, early intervention is required for At-Risk students. This gives Lyons College the opportunity to provide support to the student and to assist the student to get back on track. In the event that the student does not improve, disciplinary action may need to be taken.

The Learning and Teaching Committee (LTC) reports to the Academic Board annually to review a range of data on all courses delivered at Lyons College, including student attrition, progression and completions. This will also include providing information and trends on At Risk students and how that affects attrition and progression rates.

The main focus for Lyons College is to ensure that students are being afforded the best opportunity and provided with support to ensure they succeed in their academic endeavours. A by-product of this is that academic standards are maintained and that improvements are made when areas of concern are identified. This is part of Lyons College’s quality assurance and continuous improvement program which will be driven by identifying trends in student performance.

During the Admissions process, students may receive special consideration for entry into a higher education course at Lyons College. Where part of the special consideration requires Lyons College providing additional support for the student, they will be flagged to academic staff to monitor more closely. This will include academic staff allowing additional one on one time with these students.

Students admitted under special consideration who have been provided with additional academic support will be considered high probability for early intervention. Academic staffs are required to

monitor these students closely. Refer to the *HE Admissions Policy and Procedure* and the *Aboriginal and Torres Strait Islander Peoples Framework Policy* for details on admission with special consideration.

2. Access to Information

Lyons College must ensure under this policy that:

- All students have access to their academic performance record upon request.
- All students shall have access to this Policy so that there is a clear understanding of relevant requirements and procedures.
- All students shall be treated fairly and consistently throughout the entire review process.
- Lyons College will provide all students with a notice of unsatisfactory performance in a timely manner (having had already intervened at an early stage in an attempt to correct such performance).
- Students have clear expectations of assessment processes and what constitutes satisfactory academic progress. Please see also Assessment Policy.

3. Early identification of potential “At Risk” students

Lyons College wants to ensure students are provided the best opportunity to improve their academic performance and avoid negative academic outcomes. Academic staffs are required to monitor and identify any students who are facing academic or other issues which are impacting on their academic performance. This will facilitate the provision of additional support, whether academic or otherwise, to get the student back on track.

Lyons College wants to ensure early identification of students who are potentially heading towards failing fall into the “At Risk” category. Early identification of potential “At Risk” students is achieved through the following:

- Early identification at Admission.
- Early identification on commencement.
- Early identification through the Weekly Tutorial Assignments and Class Participation.
- Early identification through the Class Test in Week 4 or 5.
- Early identification through the Staff Observations.

These methods of early identification of potential “At Risk” students will be dealt with in more detail in the *HE Course Progression and At Risk Student Procedure*.

Early intervention and strategies for potential “At Risk” students

If a student seems to be heading towards falling into the “At Risk” category, the academic staff member should refer the student to the Academic Support Officer. The Academic Support Officer

will put in place an early intervention strategy to assist the student to meet the progression requirements.

Student consultation and engagement

The student must be given sufficient opportunity to engage in any early intervention strategy. This will include consulting the student to determine the most appropriate additional support that may be provided. Students may also seek advice, advocacy or guidance from the Student Representative (SR) for higher education.

Monitoring and follow up

Once an early intervention strategy has been agreed with the student, academic staff will schedule follow up monitoring meetings with the student. For these follow up meetings academic staff will be provided with data on student's progress and assessment outcomes by administration staff.

4. At Risk

Lyons College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. The course progress of all students will be assessed at the end of each study period (one semester or trimester, approximately 12-15 weeks).

A student is deemed to be "At Risk" when they:

- fail more than 50% of units enrolled within a study period; or
- are unable to complete the course within the time specified on their enrolment/CoE.

Students will be issued with a warning letter when identified as "At Risk". At this time, the student will be offered support and assistance to help them get back on track. It ought to be noted that interventions will be provided along the way where unsatisfactory academic performance is evident.

This may include:

- i. Refer the student to counselling and advice and/or
- ii. Development of an individual academic performance improvement strategy and/or
- iii. Other intervention strategies as deemed necessary.

The Academic Support Officer will ensure that all records of the student's response to the strategy are recorded in the Student Management System – Meshed.

Where a student who is identified as 'At Risk' fails to attend an intervention strategy meeting within 5 working days of issue of the course progress letter, they will receive an Intention to Report – Failure to Attend Intervention Strategy letter. The student will have 20 working days to appeal the decision as per the Complaints and Appeals policy.

Where required, Lyons College will report via PRISMS within 14 days of an international student not achieving satisfactory course progress, provided the student does not access the complaints and appeals process, or withdraws from the complaints and appeals process, or the complaints and appeals process results in favour of the original decision.

Special consideration must be given to students from an Aboriginal or Torres Strait Islander (ATSI) background. Where ATSI students are identified as "At Risk, lecturers and tutors should refer to

the Aboriginal and Torres Strait Islander Peoples Framework Policy when developing intervention strategies and additional support requirements.

5. Unsatisfactory progress

Student progress is deemed unsatisfactory if they have been issued a warning after being identified as “At Risk” and they:

- fail more than 50% of the units enrolled in a subsequent period; or
- fail the same unit a third time; or
- exceed the maximum length of enrolment.

Not meeting Course Progress: Lyons College will advise the student in writing of the Intent to Report the student for breach of visa condition 8202, and that the student has 20 working days in which to access the Complaints and Appeals process. Additionally, Lyons College may advise the student in writing of the intention to report the student for breach of visa condition 8202, if the student:

- i. Does not attend the scheduled ‘at risk’ meeting with the Academic Support Officer;
- ii. Does not comply with the conditions of the strategy for academic improvement.

The student will have the opportunity to respond in writing and demonstrate why their enrolment should not be terminated. The student may also be invited to present their case to the Lyons College’s panel members. The student will be able to have a support person attend if they are presenting to the panel members.

After consideration of any submission made by the student, Lyons College may:

- Impose conditions on the student’s enrolment;
- Require the student to undertake certain actions, such as, attending academic workshops, seminars or counselling;
- Require the student take a leave of absence for a specified period;
- Undertake any combination of the above actions; or
- Discontinue the student. This results in the termination of their enrolment, after a period of 12 months (or longer if specified by Lyons College) they will be eligible to reapply for their course of study. Students who reapply for admission to a course after exclusion must be approved by the Registrar (or delegate) to resume their studies. Students may be required to submit documentation as evidence to demonstrate their ability to succeed in the future in their chosen course.

6. Appeals

Students have the right to appeal the decisions made about conditions that are placed on their enrolment. Students may appeal on the grounds of new evidence or unfair treatment.

Students who have been sanctioned have the right to appeal any decisions which have resulted in their exclusion from their course of study. For more information, students to refer to the *Student Complaints and Appeals Procedure*.

Version	Date	Resolution	Comments
V1.0	09/08/2018	20180809/	Initial policy created
Version 1.2	16/11/2023	20231116xx	Policy reviewed, updated
Version 2	12/11/2025	20251112/08	Define study period