

POLICY: Course Progression Policy	
Objective	The aim of this policy is to provide a transparent and fair way students are identified as making unsatisfactory course progress, the actions taken, and the potential outcomes for students' studies.
Policy Name	Course Progression Policy
Policy No	STU08A_SDS
Associated Policies and Procedures	LERN10A_Issuing Certification Policy LERN11A_SDS_Assessment Submission Policy LERN12A_SDS_Assessment Resubmission Policy LERN18A_Academic Integrity Policy STU04A_SDS_Attendance Policy STU05A_SDS_Deferment Policy
Associated Documentation	SDS Student Handbook eCampus Course Induction Website Student Support Page
Standard	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 1, Division 1: 1.1 Part 1, Division 2: 1.4 Part 2, Division 1: 2.1 Part 2, Division 2: 2.3 - 2.4
Authorised by	Nicole Watts
Date and Version	V1 19/08/2008 V2 29/05/2018 V3 10/01/2020 V4 16/01/2020 V5 08/07/2020 V6 24/02/2025 V7 03/09/2025 V8 15/01/2026 V9 24/09/2026

Sydney Design School proactively monitors student progression in order to provide timely intervention and appropriate support, and to ensure that students do not incur unnecessary debt and continue to achieve their academic goals and course outcomes.

Course progression is monitored throughout the semester to ensure students have appropriate time for action prior to census dates. Sydney Design School

reviews students' attendance, assessment submissions, and Educator feedback on a continual basis with a Student Support meeting occurring each week to discuss support and actions for any students of concern.

Students are required to make satisfactory progress in their course to maintain their enrolment.

Students who are identified as making unsatisfactory course progress will be required to meet with the Operations and Learning Advisor to discuss options moving forward including additional support, change to course timetable, change to delivery mode, deferment, or withdrawal of studies.

Students are required to observe any additional progression rules relating to their course as specified by the School in the Student Handbook and in other policies.

There are three stages of intervention in the management of unsatisfactory course progression. The General Manager and Education Manager approve the criteria by which students are identified at the three intervention stages.

Stage One: Academic Caution

An Academic Caution will arise when a student does one of the following:

- Has not submitted an assessment within 24 hours of the due date without receiving an extension
- Has missed a resubmission due date without negotiating with the Operations and Learning Advisor
- Has not participated in an in-class critique without receiving an extension in advance or providing a medical certificate for the day of the presentation

Students who meet any of these criteria will be notified by email. The communication will:

- Inform the student that they are receiving an Academic Caution
- Inform the student of the reason they are receiving an Academic Caution
- Inform the student of support available
- Inform the student of action required
- Inform the student that should they receive 3 cautions within the semester, they will be escalated to the second stage of the process and receive an At-Risk Warning

Stage Two: At Risk Warning

An At-Risk Warning will arise when a student meets one of the following criteria:

- Has received 3 Academic Cautions within the semester
- Has outstanding assessments at the end of the semester
- Has received a high number of assessment extensions within the semester

- Has submitted work that failed to meet the Academic Integrity Policy
- Has not maintained 80% attendance or has missed 3 consecutive classes without prior notification, resulting in the student falling behind in course work and assessments
- An Educator has expressed concerns regarding their ability to understand course content and continue into the next unit of study

Students who meet any of these criteria will be notified by email. The communication will:

- Inform the student that they are at risk of either not graduating or not continuing their studies into the following semester
- Inform the student as to the reason they are receiving the At-Risk Warning
- Inform the student that they are required to meet with the Operations and Learning Advisor or General Manager prior to attending their next scheduled class

In the meeting with the Operations and Learning Advisor or General Manager, the reasons for the At-Risk Warning will be discussed along with strategies and additional support the School can offer. The student will have the opportunity to discuss their situation and bring any supporting documentation that may need to be reviewed in determining their suitability and ability to continue into the next unit of study. Options of repeating units, transferring study modes, deferring, or withdrawing will be discussed.

Students at this stage are encouraged to assess their commitment to their studies and/or consider a course at a more appropriate level of study.

Stage Three: Unsatisfactory Course Progression and Discontinuation of Enrolment

This is defined as a student that does one of the following:

- Has not attended classes or failed to contact Sydney Design School for 2 months
- Has outstanding assessments and, despite all above efforts from Sydney Design School, has failed to submit
- Has twice submitted work that failed to meet the Academic Integrity Policy

Students who meet any of these criteria will be notified by email. The communication will:

- Inform the student of Sydney Design School's intention to cancel their enrolment within 3 days from date of notification
- Inform the student as to the reason they are receiving the Notification of Intent to Discontinue Enrolment and advise that a Statement of Attainment will be issued
- Inform the student that they are required to meet with the General Manager within the 3-day notice period if they wish to show cause as to why their enrolment should not be cancelled

If meeting to show cause, students should provide as much relevant information as possible to help Sydney Design School reach a decision, including:

- Any compassionate or compelling reasons for the student's previous performance, supported by documentary evidence
- Any remedial action undertaken since the student was first advised of concerns regarding their course progression (in the form of an Academic Caution, At-Risk Warning, or Notification of Intent to Discontinue Enrolment)
- How the student intends to improve their academic performance if permitted to continue their studies.

After Course End Date

Students with outstanding assessments at the end of their course will be given 30 days from the date of their final lesson to submit their remaining assessments. If any assessments remain outstanding after this period, the student's enrolment will be cancelled and a Statement of Attainment issued.

Students in this situation will be reminded of this policy by email in the lead-up to the end of their course and/or following their final lesson.

Deferrals

If a student has outstanding assessments at the time of deferral (assessments marked Not Yet Competent or not submitted from units of study incurred), the student will have 30 days from the date of processing of their deferral to submit the assessments. Any incomplete projects or units of study after this time will need to be repeated upon return to study and may incur an additional fee. It is strongly recommended that students discuss this with the Operations and Learning Advisor prior to deferral and where possible, defer between units of study.

Repeating a Unit of Study

If a student is required to repeat a unit of study in order to continue with their enrolment, this will be offered with a 50% discount on the unit fee current at the time. This may apply to, but is not limited to, students who have failed to meet assessment requirements in multiple attempts or students returning from deferral.