



## Academic Progression Policy

<b>Web Link</b>	
<b>Category</b>	Policy
<b>Version</b>	1.1
<b>Policy Contact</b>	Director of Academic Programs
<b>Approving Authority</b>	Academic Governance Board
<b>Endorsing Authority</b>	Executive Leadership Capability Advisory Committee (ELCAC)
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<b>Related Documents</b>	Academic Progression Procedure Admission, Enrolment and Credit Policy and associated Procedure Grievances, Complaints and Appeals Policy and associated Procedure Student Charter

### 1. Purpose

- 1.1 This policy establishes the principles concerning academic progression for the Australian Institute of Police Management (AIPM) higher education programs, including the identification of students who are at potential academic risk and dealing with unsatisfactory academic progression.
- 1.2 The policy aims to ensure that students who are not maintaining a satisfactory level of academic progress in their studies are identified and provided with supportive intervention to assist them in achieving academic success.

### 2. Scope

- 2.1 This policy applies to all students enrolled in higher education programs offered by the AIPM.

### 3. Policy Principles

- 3.1 The AIPM has a responsibility to maintain the quality, integrity and reputation of its programs by establishing clear standards concerning the progression of students in those programs. The AIPM will provide appropriate support to students to assist them in progressing satisfactorily.
- 3.2 The quality of the AIPM programs is supported by having clearly specified measures in place to define requirements that must be met to allow students to progress in the program. This

includes the identification and management of “at potential academic risk” students who exhibit unsatisfactory academic performance.

- 3.3 The AIPM recognises that there can be extenuating circumstances that are causative in unsatisfactory academic performance. Students are expected to communicate with the AIPM staff if any circumstances arise that may interfere with their unit / program progression and in meeting assessment / activity due dates. All students will be provided with reasonable opportunities to meet requirements and / or defer study in a fair and impartial manner.
- 3.4 Students will have equivalent opportunities for progression through their program, irrespective of their educational background, entry pathway, place of study or mode of delivery.

#### **4. Policy Statements**

- 4.1 Students must achieve satisfactory performance requirements at AQF level 8 to continue their enrolment in their program.
- 4.2 Students must make genuine attempts to achieve passing grades. They should seek academic support from the AIPM when required, particularly if they are concerned that they will not meet the satisfactory performance requirements.
- 4.3 To satisfy the academic performance requirements, students must achieve a passing grade of 50% in all units in which they are currently enrolled or for units that are not graded they must participate within activities to a standard deemed satisfactory.
- 4.4 Academic performance will be assessed in each defined period of study.
- 4.5 Where a student fails to achieve satisfactory academic performance requirements, students may be offered deferral from the program and encouraged to attend enabling education activities prior to re-enrolment or they may be required to withdraw from the program; refer [Academic Progression Procedure, Section 5 \(Unsatisfactory Academic Performance\)](#).
- 4.6 The AIPM will monitor the academic progress of all students and identify, communicate with and support individual students who may be at potential academic risk or who have not achieved satisfactory academic performance requirements.
- 4.7 The AIPM will identify, communicate with and support students who are at risk of not completing their program within the allotted time to complete. The maximum time to complete a Graduate Certificate is two years and the maximum time to complete a Graduate Diploma is four years inclusive of the Graduate Certificate.
- 4.8 Students who have extenuating circumstances that may affect the completion of their program in the allotted time frame should make an application to the Director of Academic Programs in accordance with the processes outlined in the [Academic Progression Procedure](#).
- 4.9 A student who has not completed their units/program within the stipulated time and has failed to communicate with the AIPM will be deferred or withdrawn from the program in consultation with their jurisdictional liaison officer.
- 4.10 A student who wishes to appeal a decision taken under this policy has the right to appeal to the Head of School, as outlined in [Section 6, Academic Progression Procedure](#), in the first instance.

- 4.11 Notwithstanding 4.10, a student who receives notification of withdrawal has the right to appeal in accordance with the appeals provisions of the [Grievances, Complaints and Appeals Policy, Section 6](#).
- 4.12 A student who has been withdrawn under clause 4.9 of this Policy will have this action recorded on their official transcript.

## 5. Definitions

**Academic Standing** describes the state of a student’s academic progress in their studies.

**Academic progress** is a student’s progress towards successful completion of the academic requirements of their program of study.

**Potential academic risk** describes students whose progression on the basis of completed assessment tasks and / or participation in activities is below the standard required to pass.

**Staff** includes continuing, fixed-term, casual, affiliate and visiting staff associated with the learning, teaching and scholarly activities of the AIPM.

REVISION HISTORY				
Version	Endorsed By	Approved By	Approval Date	Description of changes
1.0	ELCAC	AGB	1.7.23	New document.
1.1	N/R (minor)	DAP on behalf of AGB	31.10.23	Minor revisions for clarification.