



Academic Progression Procedure

Web Link	
Category	Procedures
Version	1.1
Policy Contact	Director of Academic Programs
Approving Authority	Director of Academic Programs (DAP)
Endorsing Authority	Head of School
Approval Date	31.10.23
Effective Date	31.10.23
Review Date	4.8.26
Related Documents	Academic Progression Policy Admission, Enrolment and Credit Policy and associated Procedure Assessment Procedure Grievances, Complaints and Appeals Policy and associated Procedure Records Management Procedure Student Charter

1. Purpose

- 1.1 This procedure supports the [Academic Progression Policy](#) of the Australian Institute of Police Management (AIPM). Its purpose is to ensure students who are not maintaining a satisfactory level of academic progress in their studies are identified and provided with support to assist them in achieving academic success, and the actions to be followed if unsatisfactory progress continues.

2. Scope

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

3. Key Principles

- 3.1 As set out in the [Academic Progression Policy](#), students are expected to maintain a satisfactory level of academic progress in their studies. Academic performance will be assessed in each period of study and students who do not meet the required levels of academic progress will be identified and offered support.
- 3.2 The AIPM recognises the importance of monitoring the academic progress of students to ensure that students who are experiencing difficulties are identified as early as possible and offered advice, assistance and support services that are available.

- 3.3 Students are expected to communicate as soon as practicable with AIPM staff if circumstances arise that may interfere with their progression (refer [Academic Progression Policy, clause 3.3](#)).
- 3.4 If a student fails to maintain satisfactory academic performance, they may be required to demonstrate why they should be allowed to continue in their studies, conditions may be imposed on their enrolment and if progress is not resumed, they may be refused further enrolment.
- 3.5 To be in good academic standing a student must achieve a passing grade of 50% or higher in all units in which they are currently enrolled or for units that are not graded, they must participate in activities to a standard deemed satisfactory.

4. Monitoring Academic Progression

- 4.1 Students who are identified during the Higher Education Enabling Program (HEEP) as experiencing difficulty in undertaking assessment tasks or meeting submission deadlines, will discuss their circumstances with the Director of Academic Programs and be encouraged to undertake additional learning strategies as preparation for their formal admission.
- 4.2 Student performance in assessment activities and tasks are monitored weekly with referral to the progression spreadsheet.
- 4.3 If a student is unable to meet an assessment due date because of unforeseen circumstances, they may apply via email to their Program Manager for an extension. If a further extension is requested by the student, the request is referred to the Director of Academic Programs for consideration. Extenuating circumstances will be expected to apply. (See also [Assessment Procedure, clauses 5.4 and 5.5](#).)
- 4.4 If a student does not submit an assessment item by the due date and does not communicate with their Program Manager, attempts will be made to contact the student directly and / or via their jurisdictional liaison officer to determine if a further extension, deferment or withdrawal should be actioned.
- 4.5 Students who fail a written or oral presentation assessment activity will be permitted once only, to resubmit a revised assessment piece. In fairness to other students, the maximum percentage they can be awarded in this instance will be 50%. (See also [Assessment Procedure, clauses 5.8 and 5.9](#).)
- 4.6 Students who are identified as having potential for academic risk (such as failing formative assessment items, failing the first summative assessment or not submitting an assessment piece on time), will be contacted to discuss the reasons and to be advised of available support options.
- 4.7 If there is no improvement in the student's performance (such as failing a summative assessment piece for a second time or continual late submission of work), the student will be referred to the Director of Academic Programs to discuss additional learning support strategies. Outcomes may include more individualised learning support resources or in consultation with their home jurisdiction, deferral or withdrawal and return to study at a more conducive time.

- 4.8 Students are strongly encouraged to discuss any problems in meeting assessment standards or timelines with their Program Manager or the Director of Academic Programs, as early as possible, so that appropriate strategies can be implemented.
- 4.9 In accordance with [Assessment Procedure clause 5.6](#), students who do not submit an assessment item by the due date or the due date following an extension will be subject to penalties for late submission (loss of 10% of maximum possible marks per day to a maximum of 5 days) and risk having a fail recorded resulting in deferment or withdrawal from the program.
- 4.10 Students who are enrolled in a program but who:
- (a) do not submit an assessment item by the due date or the due date following an extension; and
 - (b) fail to communicate with the AIPM, or after reasonable attempts from Client Services, do not respond to any communications from the AIPM
- will be withdrawn in consultation with their home jurisdiction and will need to nominate to re-enter the program as a new student at a future offering.
- 4.11 Students may apply to defer or withdraw from the program at any time in consultation with the AIPM and their home jurisdiction (refer [Admission, Enrolment and Credit Policy, clauses 4.18 to 4.22, Deferment and Withdrawal during a Program](#)).
- 4.12 Students who return to the program within 24 months following an approved period of absence will retain credit for any unit that has been completed and passed.

5. Unsatisfactory Academic Performance

- 5.1 With reference to Clause 4.7 above, students considered at academic risk will be invited to discuss their academic progress with the Director of Academic Programs. Discussions will include what actions they have taken to improve their performance as a result of any earlier support strategies and as failing a unit requires a deferment, future planned actions that will enable them to satisfactorily complete the program when they re-enrol.
- 5.2 If the student is failing a unit for a second time, under [Academic Progression Policy Clause 4.7](#), a student will not meet the required maximum time for program completion and would need to nominate to re-enter the program as a new student at a future offering unless the Head of School, on the basis of extenuating circumstances and with the consent of the student's home jurisdiction, approves otherwise (refer clause 5.7).
- 5.3 If a student is permitted to re-enrol in the program at a future scheduling date, conditions may be set by the Director of Academic Programs, and the student may be required to repeat units that have previously been passed as well as failed units.
- 5.4 At all times, any decision regarding deferment or withdrawal will be made in consultation with the respective home jurisdiction.
- 5.5 The student's record on the progression spreadsheet will indicate that they have met with the Director of Academic Programs as they are at academic risk together with any conditions that apply to their ongoing enrolment.

- 5.6 Students who are at risk of not completing their program in the maximum allowable time (refer [Academic Progression Policy 4.7](#)) will be advised that they are at academic risk and similar processes as per clauses 5.1 to 5.5 will apply.
- 5.7 Students who have extenuating circumstances that may affect the completion of their program in the maximum time frame should make an application to the Head of School for an extension of time in which to complete. It is preferable this be made before they receive a risk communication but may also arise following their discussions with the Director of Academic Programs.
- 5.8 Students who have not received an approval of an extension of time in which to complete their program or have failed to meet any conditions required as a result of a risk communication in this regard, in consultation with their home jurisdiction will be withdrawn from the program.

6. Appeals

- 6.1 Students may raise any concern with respect to a decision of their Program Manager with the Director of Academic Programs. It is expected that this will be raised as soon as possible and no later than one week following the relevant discussion.
- 6.2 A student may appeal a decision of the Director of Academic Programs to the Head of School. The appeal must be in writing and received within two weeks of the date of communication of risk or a decision outcome and must give cogent reasons as to the grounds of the appeal. The Head of School's decision is final.
- 6.3 A student whose enrolment has been withdrawn under [Academic Progression Policy clause 4.5](#) (failure to meet academic performance requirements) or [clause 4.9](#) (exceeded the maximum allowable time limit for completion) may appeal the decision to the Head of School on the sole ground that there has been non-compliance with this policy which has amounted to a serious defect in the decision making. All other decisions of the Head of School under this policy are final and attract no right of appeal by students.
- 6.4 Notwithstanding 6.3, the student may appeal to the Academic Appeals Committee, in accordance with the procedure set out in the [Grievances, Complaints and Appeals Procedure, Section 6](#). Note that specific grounds for appeal apply.

7. Definitions

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

Academic standing describes the state of a student's academic progress in their studies. Academic standing will be assessed as satisfactory, as having potential academic risk, or being at risk.

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	Head of School	DAP	4.8.23	New document.
1.1	Head of School	DAP	31.10.23	Minor revisions to clarifying processes.