



Cairnmillar
INSTITUTE

Treatment | Education | Research

Academic Progress and Review Policy

Policy name	Academic Progress and Review Policy
Policy number	SSP008
Date approved	6 December 2023
Approving body	The Academic Board
Responsible officer	Dean
Implementation officer	Associate Dean (Teaching and Learning)
Next review date	Five years after date of approval
Linked policies	TLP001 Assessment Policy SSP007 Student Grievance Policy Academic and Non-Academic Matters TLP004 Academic Integrity and Conduct Policy SSP009 International Student Policy
Linked forms	SSP008 Academic Progress and Review Procedure SSP008 Schedule A: Schedule of Outcomes

1. Purpose of this policy

The purpose of this policy is to enable the process of identifying, notifying and guiding students who are at risk of failing to meet course and field placement progress requirements.

This policy frames expected course progression of students that meets accreditation requirements and considers student educational and supervised practice goals.

2. Scope

This policy applies to students of the Institute in relation to matters pertaining to their course progress.

3. Policy

3.1 The Institute will uphold its core values and commitment to identifying, notifying, and guiding students who are at risk of failing to meet course and field placement progress requirements by:

- a) Creating procedures for handling student grievances that will be reviewed with each review of this policy
- b) Ensuring staff review and monitor students' academic performance according to the procedures of this policy
- c) Staff triggering early intervention strategies for a student who may become at risk
- d) Staff recognising that the following may be triggers for early intervention:
 - a. Failing or poor performance on one or more in-class activities
 - b. Poor attendance, or
 - c. Unusual or minimal classroom engagements, or
 - d. Missed supervision meetings or appointments, or
 - e. Non-response to emails, forum posts, or other communications, or
 - f. Failing to keep satisfactory paperwork (eg., logbooks, assessments, case notes) as required by the relevant peak bodies (e.g., PsyBA/APAC/PACFA/ACA)
 - g. Ensuring progress issues are dealt with fairly and in a timely manner according to the procedures of this policy

4. Responsibilities

4.1 Staff will:

- a) Comply with this policy and its procedures
- b) Be aware of progress and review responsibilities
- c) Encourage students who may be at risk of failing to meet course requirements to utilise the supports provided by the Institute
- d) Ensure assessments are clear and align with learning outcomes for each unit of study

4.2 Students will:

- a) Comply with this policy and its procedures
- b) Be aware of and comply with requirements for each unit of study
- c) Submit assessments by the due date unless an extension or special consideration has been granted
- d) Provide documentation to support extension or special consideration requests

End