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<b>To</b>	Te Poari Mātauranga   Academic Board	<b>From</b>	Katie Bruffy HOS Community Studies
<b>Title</b>	Course Approval and Completion Records-Police Studies Training Scheme	<b>Date</b>	23/04/2020

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### Recommendations

That Te Poari Mātauranga | Academic Board approve the completion date for the students specified, and authorized, by the then HOPP on the CACR sheets (hyperlink to [2017](#) and [2018](#)). Thus enabling outstanding course completions in PeopleSoft for the Police Studies Training Programme. This approval will enable PeopleSoft to reflect the completion, impacting the Success statistics and allowing students to access their result in their student portal.

### Background commentary

In 2019, through a student phone call, Te Korowai Kahurangi and the Police Studies team were alerted to a number of incomplete student course completions. Te Korowai Kahurangi ran reports to ascertain the number of those affected, and to determine where and when the issue occurred.

It should be noted that the CACR documents were completed and signed by the Head of School but were never submitted to the Academic Board as the procedure specifies. Failure to submit to Academic Board meant that the graduation office never entered them into PeopleSoft as a completion. This situation is a result of a number of people moving and leaving positions at the time and not a result of policy or procedure inaccuracies.

The following table indicates the extent of the number of students impacted. These are currently considered non-completions, but should be recorded as completed. Students who withdrew, did not pass, or had multiple enrolments between 1172 thru 1184 have been removed from the list.

Therefore, 2173 students have been identified as having 'active status' with Completion not recorded. This needs to be rectified immediately.

Row Labels	Count of Students
<b>Student still in active status, completion approval required</b>	
1172	405
1174	425
1182	711
1184	632
<b>Grand Total</b>	<b>2173</b>

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### Next steps

Post-approval, the graduation office will complete and update the Student Programme/Plan panel in Peoplesoft. No retrospective issuance (pre-2020) of completion letters or Model B Certificates will be sent.

Moving forward, the issuance of a Letter of Completion may be completed through Unitec processes. The rationale for this is that the student journey is completed by the NZ Police. A record of the credits is available through the Student Portal.

### Contributors

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