

Variation of Course Requirements Policy

Section 1 - Purpose

(1) This document sets out conditions under which approval may be granted to an individual student to modify the course requirements specified in the Course Assurance Summary (CAS) for the course the student is enrolled in, and have the modified requirements count towards completion of the student's course.

Section 2 - Scope

(2) This document includes the principles for variation of course requirements and applies to all University of Canberra (University) courses.

Section 3 - Principles

(3) Variations of course requirements (VCR) are to be approved only if it is considered that the substitute unit is consistent with the course objectives and substantially satisfies the knowledge and skills expected to be gained through the unit to be replaced.

(4) A variation of course requirements must not put at risk any professional standing of that course.

(5) Variation of course requirements may be approved where a student wishes to:

- a. replace a unit listed in the CAS of their course on the basis of credit for a unit not listed in the CAS. The unit being replaced in the CAS must be specified;
- b. be exempted from undertaking a unit which is required by their course CAS, because they have completed an equivalent unit but are not eligible to be awarded credit for it. A substitute unit needs to be taken to enable the student to achieve the required credit points for the course; or
- c. seek an extension of the maximum period within which all the academic requirements specified in the CAS for their course must be successfully completed.

(6) Majors and minors affected by a variation of course requirements will only be considered as completed if they comply with the "Administrative rules for majors, minors and units".

(7) Requests for variations of course requirements which are not consistent with University policies must be approved by the Academic Board or other delegated authority as approved by the Academic Board.

(8) Faculties are expected to monitor variations of course requirements in the Faculty to ensure their appropriate use.

Section 4 - Responsibilities

Who	Responsibility
Student Connect	<ul style="list-style-type: none"> Monitors applications for compliance with University policy. Records in detail all authorised variations of course requirements (VCR) on the Student Management System. Communicates decisions to students on their applications for variation of course requirements. Arranges for Academic Board to note annually any variations of course requirements which authorise an exception to University policy.
Course Convener	<ul style="list-style-type: none"> Assesses the variation of course requirements request and approves if so delegated, or refers their recommendation to the Dean's delegate The relevant Course Convener must provide a written rationale for recommending cases that fall outside the Policy. If a student wishes to have a required major that is affected by a unit substitution appear on their academic transcript, approval is required from both the head of discipline responsible for the major and the Course Convener.
Dean's delegate (as determined by the Dean)	<ul style="list-style-type: none"> Approves or rejects VCR recommendation for cases that are compliant with the Policy, except where VCRs are requested for extension of the maximum period of time to complete the academic requirements of the course. Determines whether to endorse and refer to the Chair of the Academic Quality and Standards Committee a VCR not compliant with Policy.
Dean	<ul style="list-style-type: none"> Determines who has the delegated authority to act on their behalf on VCR matters and arranges for this information to be noted by Faculty Board.
Faculty Board	<ul style="list-style-type: none"> May authorise VCRs requesting to extend the maximum period of time within which all the academic requirements for a course must be successfully completed. The Faculty Board will decide and monitor quality assurance measures for the authorisation of VCRs within their Faculty.
Chair of the Academic Quality and Standards Committee (AQSC) (or other member of AQSC appointed by the Chair for this purpose)	<ul style="list-style-type: none"> Is the delegated authority appointed by Academic Board to approve VCRs that do not comply with Policy provided that such VCRs do not breach the minimum amount of University study requirements specified in the University of Canberra (Student Conduct) Rules 2023 (Academic Board has agreed that course completion is permissible where a student is 1 or 2 credit points short of the total number of credit points required for their course as a result of the course having been restructured. It is not necessary to seek individual approvals in these cases but it is necessary to note the reason for the credit point shortfall on the student's record).
Academic Board	<ul style="list-style-type: none"> Academic Board may authorise VCRs which breach the minimum amount of University study requirement specified in the University of Canberra (Student Conduct) Rules 2023 Academic Board notes yearly VCRs which authorise an exception to a University policy.

Section 5 - Procedure

(9) Refer to the [Variation of Course Requirements Procedure](#).

Status and Details

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