

# Variation of Course Requirements Procedure

## 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 procedures for variation of course requirements (VCR) and applies to all University of Canberra (University) courses.

## Section 3 - Policy

(3) Refer to [Variation of Course Requirements Policy](#).

## Section 4 - Procedure

(4) A student must request a VCR on the appropriate form, except in the case where credit (including cross-institutional study and exchange programs) is the basis for the variation. In this case the variation is handled as part of the credit procedures.

(5) The Dean has the authority with the Faculty to determine the outcome of VCR applications which comply with [Variation of Course Requirements Policy](#), except where VCRs are requested for extension of the maximum period of time to complete the academic requirements of the course. The Dean may delegate this power to another member of academic staff.

(6) The Faculty Board has the authority to approve a recommendation for a VCR to extend the maximum period of time within which all the academic requirements for a course must be successfully completed.

(7) A student may appeal against a VCR decision under the [Student Grievance Resolution Policy](#). The decision cannot be challenged on the grounds of academic judgement. An appeal will only be on the grounds that University procedures for authorising a VCR have not been correctly applied.

## Section 5 - Roles and Responsibilities

Who	Responsibility
Student Connect	<ul style="list-style-type: none"> <li>• Monitors applications for compliance with University policy.</li> <li>• Records in detail all authorised variations of course requirements (VCR) on the Student Management System.</li> <li>• Communicates decisions to students on their applications for variation of course requirements.</li> <li>• Arranges for Academic Board to note annually any variations of course requirements which authorise an exception to University policy.</li> </ul>

Who	Responsibility
Course Convener	<ul style="list-style-type: none"> <li>Assesses the variation of course requirements request and approves if so delegated, or refers their recommendation to the Dean's delegate.</li> <li>The relevant Course Convener must provide a written rationale for recommending cases that fall outside the <a href="#">Variation of Course Requirements Policy</a>.</li> <li>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.</li> </ul>
Dean's delegate (as determined by the Dean)	<ul style="list-style-type: none"> <li>Approves or rejects VCR recommendation for cases that are compliant with the <a href="#">Variation of Course Requirements Policy</a>, except where VCRs are requested for extension of the maximum period of time to complete the academic requirements of the course.</li> <li>Determines whether to endorse and refer to the Chair of the Academic Quality and Standards Committee a VCR not compliant with <a href="#">Variation of Course Requirements Policy</a>.</li> </ul>
Dean	<ul style="list-style-type: none"> <li>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.</li> </ul>
Faculty Board	<ul style="list-style-type: none"> <li>May authorise VCRs requesting to extend the maximum period of time within which all the academic requirements for a course must be successfully completed.</li> <li>The Faculty Board will decide and monitor quality assurance measures for the authorisation of VCRs within their Faculty.</li> </ul>
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"> <li>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 <a href="#">University of Canberra (Student Conduct) Rules 2023</a>.</li> <li>(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).</li> </ul>
Academic Board	<ul style="list-style-type: none"> <li>Academic Board may authorise VCRs which breach the minimum amount of University study requirement specified in the <a href="#">University of Canberra (Student Conduct) Rules 2023</a>.</li> <li>Academic Board notes yearly VCRs which authorise an exception to a University policy.</li> </ul>

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	27th March 2023
<b>Review Date</b>	27th March 2024
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	27th March 2023
<b>Expiry Date</b>	To Be Advised
<b>Responsible Executive</b>	Michelle Lincoln Deputy Vice-Chancellor and Vice-President, Academic
<b>Responsible Manager</b>	Martin Drinkwater Director, Student Connect
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