

## Change of Course Enrolment Policy

|                               |  |               |                      |
|-------------------------------|--|---------------|----------------------|
| <b>Purpose:</b>               | To govern changes to a student's course enrolment. |               |                      |
| <b>Audience:</b>              | Staff, Students                                    |               |                      |
| <b>Supporting Procedures:</b> | <i>Change of Course Enrolment Procedure</i>        |               |                      |
| <b>Contact Officer:</b>       | Manager Student Records                            | <b>Phone:</b> | See Campus Directory |

**Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.**

### Preamble:

Students with active enrolment in undergraduate courses, and a limited number of related postgraduate courses, can apply to change their course enrolment by:

- Transferring from a course and major to another course and major, which entails:
  - discontinuation of enrolment in a current course and major;
  - enrolment in a new course and major;
  - transfer of advanced standing granted towards the old course to the new course;
  - transfer of all unit attempts from the old to the new course, except those from which the student has withdrawn; and
  - transfer of the current academic progression status from the old course to the new course.
- Adding a major to an undergraduate course;
- Discontinuing a major in an undergraduate course;
- Adding a minor to an undergraduate course;
- Discontinuing a minor in an undergraduate course; or
- Transferring between campuses.

An active enrolment is one which does not have a status of Discontinued and has had a substantive enrolment within the last 12 months.

### Objectives:

1. To maintain the academic integrity of University courses of study and awards.

### Policy:

1. Students wanting to change their course enrolment are to:
  - 1.1. Submit a Change of Course Enrolment application;
  - 1.2. Submit a request for the change; or
  - 1.3. Effect the change themselves online according to the *Change of Course Enrolment Procedure*.

2. Transfer to a restricted course
  - 2.1. The Head of Discipline will determine the additional entry criteria.
  - 2.2. The Head of Discipline may consider applications together with other admission applications.
  - 2.3. Academic Chair will consider applications.
3. Addition of restricted major
  - 3.1. The Head of Discipline will determine the additional entry criteria.
  - 3.2. The Head of Discipline may consider applications together with other admission applications.
  - 3.3. The Academic Chair will consider applications.
4. Transfer to a non-restricted course
  - 4.1. No additional entry criteria need to be satisfied.
5. Addition of non-restricted major
  - 5.1. No additional entry criteria need to be satisfied.
6. Discontinuation of major
  - 6.1. The student should be enrolled in a least one other major than the one in which they are discontinuing their enrolment, if required by their course.
7. Applications by students excluded from a course or major
  - 7.1. Applications to transfer to a major within the course from which a student has been excluded will be considered by the Academic Chair of that major.
  - 7.2. Students are to enrol in major/s and minor/s prior to the last day of teaching in their final teaching period.
8. Advanced standing
  - 8.1. Applicants to transfer to a new course who have been granted advanced standing in their current course and consider that they may be entitled to exemptions in the new course if their application is successful, should submit an Application for Advanced Standing at the same time as the Change of Course Enrolment application.
9. Advice of outcome of application
  - 9.1. Applicants will be advised of the outcome of their application.
  - 9.2. Unsuccessful applicants will be provided with the reason.
  - 9.3. Unsuccessful applicants can submit an appeal to the Student Appeals Committee.

**Supporting Procedures:**

Director Student and Library Services is authorised to approve all the supporting procedures.

**Supporting Guidelines:**

There are no supporting guidelines.

**Supporting Standards:**

There are no supporting standards.

**Performance Indicators:**

There are no performance indicators.

**Definitions:**

**The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.**

"Course"

"Major"

"Non-Restricted Course"

"Restricted Course"

**Related Documents:**

[Change of Course Enrolment Procedure](#)

[Student Appeals Policy](#)

Change of Course Enrolment application <http://our.murdoch.edu.au/Student-life/Get-organised/Useful-forms/>

**References:**

There are no references.

**Approval and Implementation:**

|                                |                               |
|--------------------------------|-------------------------------|
| <b>Approval Authority:</b>     | Academic Council              |
| <b>Responsible Officer(s):</b> | Secretary to Academic Council |

**Revision History:**

| <b>Version</b>            | <b>Date Approved</b> | <b>Effective Date<br/>(if later than<br/>'Date<br/>Approved')</b> | <b>Next Review<br/>Date</b> | <b>Resolution No.<br/>(if applicable)</b> |
|---------------------------|----------------------|---|-----------------------------|---|
|                           |                      |   |                             |   |
| Administrative amendment  | 11/08/2020           |   |                             |   |
| Administrative amendment  | 08/03/2019           |   |                             |   |
| Administrative amendment  | 31/05/2018           |   | 15/03/2020                  |   |
| Approved with name change | 15/03/2017           |   | 15/03/2020                  | AC/39/2017(i)                             |
| Rescinded AC/112/2010(i)  | 15/03/2017           |   |                             | AC/39/2017(ii)                            |
| Approved                  | 11/08/2010           |   | 26/08/2013                  | AC/112/2010(i)                            |

| <b>Version</b>             | <b>Date Approved</b> | <b>Effective Date<br/>(if later than<br/>'Date<br/>Approved')</b> | <b>Next Review<br/>Date</b> | <b>Resolution No.<br/>(if applicable)</b> |
|----------------------------|----------------------|---|-----------------------------|---|
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| Approved                   | 01/11/1995           |   |                             | AC/150/1995                               |