



CHRISTIAN HERITAGE COLLEGE

POLICY: Time Limits for Course Completion

Policy Group(s): Group B: Academic – 1: Students (Ref: B1/1006.4-0518)

Related Policy(s): Deferral for Domestic Students
Recency of Study for Transfer of Credit Purposes
Transfer of Course

Commencement Date: July 2006

Review Date: May 2018

Scheduled Review Date: May 2023

POLICY STATEMENT

Intent:

All courses at Christian Heritage College (CHC) have a designated length. CHC recognises however, that students undertake courses in both fulltime and part-time modes and that this affects the time required for completion. This policy is intended to address issues relating to the length permitted for students to complete a course of study at CHC.

Scope:

Restricted to: All courses

Excludes: Nil

Objectives:

1. To ensure that the ten-year recency and currency principle applies at the point of completion of a course of study.

Policy Provisions:

1. General

- 1.1. This policy statement outlines generic course rules that, unless otherwise determined by the Dean, will apply to time limits on course completion.
- 1.2. Where the Dean permits a variation of the rules, the justification for the variation shall be noted on the student's file.

2. Course Completion Time Limits

- 2.1. Course completion time limits are intended to ensure coherence and academic integrity of courses of study, as well as assisting with the management of student enrolment and progression.
- 2.2. The maximum time allowed for completion of a CHC award shall be ten years. However, course documentation may specify a reduced maximum time for courses of shorter standard duration, or where currency of knowledge and coherence of studies are considered to be matters of particular concern.

- 2.3. Where a reduced maximum time is imposed, it shall be no less than twice the period of time required for completion of the course in the part-time mode of study (i.e. 50% of fulltime workload).
- 2.4. A period of approved deferral will not count towards the time taken to complete a course of study (see CHC Policy: *Deferral for Domestic Students* and CHC Policy: *Deferral for Overseas Students*).

3. Interaction of recency and currency of credit and course completion time limits

- 3.1. Questions may arise concerning the coherence and currency of a course of study where students test the maximum time limits for credit transfer and course completion. For example, if credit is given for studies completed ten years ago, and the student then takes ten years to complete the award, course coherence would be dependent upon studies completed twenty years ago.
- 3.2. Consequently, where credit is sought for 25% or more of course requirements, credit shall only be granted on the condition that all studies contributing to the award will have been completed within the normal time limit nominated for completion of the course.
- 3.3. Unless otherwise determined by the Dean, where this provision is breached, the grant of credit will be revoked on the basis that the imported studies no longer meet equivalency requirements for currency.
- 3.4. Where credit is revoked, students may, with the approval of the Dean, qualify for exemption from certain course requirements.

4. Communication

- 4.1. Communication with students regarding any Transfer of Credit will include any specific time limits for course completion which are applied as conditions of credit transfer.

Supporting Procedures and Guidelines:

The provisions of this policy statement are integrated in CHC's policy statement concerning the Recency of Study for Transfer of Credit Purposes. It is in that policy that all of the criteria for time limits on course completion and the recency of study for transfer of credit are to be found in a single statement.

POLICY FURTHER INFORMATION

**Relevant Commonwealth/
State Legislation:** Higher Education Standards Framework (HESF 2015)

ACCOUNTABILITIES

Implementation:	Academic Board
Compliance:	Academic Board
Monitoring and Evaluation:	Academic Board
Development and Review:	Academic Board
Approval Authority:	Academic Board
Interpretation and Advice:	Academic Registrar

WHO SHOULD KNOW THIS POLICY?

Academic staff
Academic Administration staff
Deans
Students

EFFECTIVENESS OF THIS POLICY

- Performance Indicators:**
- Number of students who appeal decisions with a range of 5% - 15% in the acceptable range
 - Number of students who are unable to complete within the reduced timeframe and subsequently have transfer of credit rescinded.

Other: Nil

Definitions and Acronyms: CHC – Christian Heritage College
CMC – Citipointe Ministry College, School of Christian Heritage College
Course of Study – The course leading to an award or degree.
Dean – the head of the School administering a course, includes the Executive Director of the Millis Institute
School – the academic organisational units of CHC, includes the Millis Institute.

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/1006.4	Yes	12/10/2006	Academic Board	4.4

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/ Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0518	Approved	31/05/2018	Academic Board	5.2