Course Transfer (Undergraduate Coursework) Procedure

Section 1 - Purpose

(1) To outline the requirements for transfer between coursework courses.

Scope

(2) All prospective and existing coursework students of the University including domestic and International, and staff involved in the administration and recruitment of students for coursework study and any associated advising.

Section 2 - Policy

(3) Refer to the Course Transfer (Undergraduate Coursework) Policy.

Section 3 - Procedure

Part A - Responsibilities and Required Actions

(4) This Procedure (Course Transfer (Undergraduate Coursework Procedure) requires action by the following:

a. Academic Senate sub-committee;
b. Academic Senate;
c. Head of Student Shared Services;
d. Manager, Student Lifecycle;
e. students;
f. Student Lifecycle team; and
g. Admissions and Scholarships, International Admissions team.

Academic Senate Sub-Committee

(5) Review course transfer requirements, recommending amendments to Academic Senate as appropriate.

Academic Senate

(6) Consider and approve course transfer requirements.

Head of Student Shared Services

(7) Ensure all requirements, timelines and associated forms are published and available to students and staff.

(8) Review and ensure that the Course Transfer Requirements accurately reflects the current determinations of Academic Senate.

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Manager, Student Lifecycle

(9) Publish relevant and timely information and ensure forms are available to students and staff.

Student

(10) Read the Course Transfer Requirements to determine eligibility for course transfer.

(11) Consult with a Faculty advisor or Department course convenor regarding the implications of the transfer on your ability to qualify for the new course following the transfer.

(12) Lodge a request to transfer in accordance with published instructions.

Student Lifecycle Team

(13) Determine a student's eligibility to transfer courses.

(14) If approved, make a new offer and admit the student to the new course. Transfer all previous incomplete Macquarie University studies from previous course to the new course. Each course will have its own Grade Point Average (GPA) / Weighted Average Mark (WAM).*

> *WAM for students commencing in a course of study from 1 January 2020 and students transferred to a course of study under the 2020 curriculum.

(15) Ensure a student's 'study pattern' and all related data is amended to the new course.

(16) Notify the student of the outcome of their application.

(17) Inform approved students of required next steps and the self-enrol procedures.

Admissions and Scholarships, International Admissions team

(18) For approved international students, issue new enrolment documentation and ensure the student continues to meet the visa requirements relating to their course.

Section 4 - Guideline

(19) Nil.

Section 5 - Definitions

(20) Definitions specific to this Procedure are contained in the accompanying Course Transfer (Undergraduate Coursework) Policy.

Status and Details

Status	Historic
Effective Date	21st February 2021
Review Date	31st May 2021
Approval Authority	Deputy Vice-Chancellor (Academic)
Approval Date	4th November 2014
Expiry Date	30th June 2026
Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
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