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ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	013	

CONVERSION OF ADMINISTRATIVE CODES (TEMPORARY GRADES) POLICY

Purpose/ Objectives	<p>The University uses a number of administrative codes which are converted to assessment grades normally through action taken by students and/or academic staff.</p> <p>Where such conversion does not occur, the Student Records Office converts outstanding administrative codes to assessment grades so the University and its students have accurate records of the students' performance.</p>
Scope/ Application	<ul style="list-style-type: none"> • all campuses • all coursework subjects except exchange subjects and those graded externally • all academic staff and general staff involved in the assignment or processing of results • all administrative codes except X and **.
Policy Statement	<p>The University's grading scale includes a number of administrative codes. All administrative codes must be converted to assessment grades in a timely manner, normally by the end of the second Progression Period following the Progression Period to which the administrative code relates.</p> <p>For example, a 'W' (withheld) from the first Progression Period of one year must be converted by the end of the first Progression Period of the following year.</p>
Responsibility for Implementation	<p>Deans Academic staff Registrars Student Records Office</p>
Responsibility for Monitoring Implementation and Compliance	<p>Director, Academic Services</p>
Status	<p>New policy.</p>
Key Stakeholders	<p>Academic staff Academic Services Group Student Records Office Students</p>
Approval Body	<p>Academic Board 19 November 2008 Minute 428.3.5</p>

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Initiating Body or person(s)	Curriculum Teaching and Learning Committee
Definitions	<p>Administrative Code: a meaningful code that is attached to a subject on a temporary basis, pending receipt of missing information (such as the outcome of a supplementary examination) that will determine the final Assessment Grade.</p> <p>Assessment Grade: any of the letter grades, and the associated numerical ranges, formally used by the University to assess students' results.</p> <p>Progression Period: the period of study at the end of which a student's academic progress is formally assessed. There will be two Progression Periods within an academic year. Each will be six months in duration, the first running from 1 January to 30 June inclusive and the second from 1 July to 31 December inclusive.</p>
Related Legislation	La Trobe University Regulation 21.12 – Examinations and Assessment.
Related Policy and Other Documents	<p>Access to Assessed Material Retained by the University Policy</p> <p>Assessment Policy</p> <p>Review and Re-mark of Students' Academic Work Policy</p>
Date Effective	November 2008
Next Review Date	November 2012
Keywords	administrative code, assessment, convert, conversion, examination, grade, result, permanent, temporary
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