

DOCUMENT TYPE	D	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	014	
		Policy Database Document Reference Number 112014D

CONVERSION OF ADMINISTRATIVE CODES (TEMPORARY GRADES) PROCEDURES

Parent Policy Title	Conversion of Administrative Codes (Temporary Grades) Policy																					
Associated Documents	La Trobe University Regulations 21.12 Examinations and Assessment																					
Preamble	<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>																					
General	<p>All administrative codes must be normally be converted to assessment grades by the end of the second Progression Period following the Progression Period to which the administrative code relates.</p> <p>For example, a code from the first Progression Period 2008 must be converted by the end of the first Progression Period 2009.</p>																					
Table of Contents	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Item</th> <th style="width: 20%;">Section</th> </tr> </thead> <tbody> <tr> <td>Permission to extend use of administrative codes</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Chart of conversions</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Complaints and grievances</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>		Item	Section	Permission to extend use of administrative codes	1	Chart of conversions	2	Complaints and grievances	3												
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1. Permission to extend use of administrative codes	Extensions of administrative codes beyond the start of the second next Progression Period require the permission of the relevant Dean or delegate and must be reported to the Student Records Office for monitoring.																					
2. Chart of conversions	<p>At the start of each Progression Period, the Student Records Office will use the following chart to automatically convert to an assessment grade each administrative code for which a final grade is overdue.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 40%;">Administrative Code</th> <th colspan="2" style="text-align: center;">Assessment Grade</th> </tr> <tr> <th style="width: 20%;">Letter Grade</th> <th style="width: 40%;">Numerical Result</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">SA-A, SA-E</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Original result (47, 48 or 49%)</td> </tr> <tr> <td style="text-align: center;">SP-A, SP-E</td> <td style="text-align: center;">Original grade</td> <td style="text-align: center;">Original result</td> </tr> <tr> <td style="text-align: center;">NC-A, NC-E</td> <td style="text-align: center;">NC</td> <td style="text-align: center;">Original result</td> </tr> <tr> <td style="text-align: center;">SAH-A, SAH-E</td> <td style="text-align: center;">N</td> <td style="text-align: center;">No result</td> </tr> <tr> <td style="text-align: center;">W</td> <td style="text-align: center;">N</td> <td style="text-align: center;">No result</td> </tr> </tbody> </table>		Administrative Code	Assessment Grade		Letter Grade	Numerical Result	SA-A, SA-E	N	Original result (47, 48 or 49%)	SP-A, SP-E	Original grade	Original result	NC-A, NC-E	NC	Original result	SAH-A, SAH-E	N	No result	W	N	No result
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3. Complaints and grievances	A student who wishes to dispute an assessment grade assigned through the conversion process described in this procedure may do so by appealing to the relevant subject coordinator within ten working days of notification of the result. Normal Faculty dispute resolution processes should be followed, then, if necessary, the Student Complaints Handling Policy.
Status	New Procedures.
Approval Body	Academic Board 19 November 2008, Minute 428.3.5
Initiating Body	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>
Date Effective	November 2008
Next Review Date	November 2012
Keywords	administrative code, assessment, convert, conversion, examination, grade, result, permanent, temporary
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