

# **LA TROBE UNIVERSITY**

## **POLICY**

### **PREREQUISITE STUDIES**

#### **LEGISLATION**

Regulation 21.12 – Examinations and Assessment provides that:

The Academic Board may make rules prescribing the conditions under which supplementary assessment and conceded passes may be granted by a Faculty and any such rules shall be published in the Course Handbook (see Policy 4 and Procedure 2).

#### **POLICY**

The current University policy was determined by Academic Board in November 1996.

- 1 Prerequisites for entry to a subject may be waived where the Chief Examiner (normally through the Lecturer-in-Charge) deems that equivalent studies (eg at another University) have been completed satisfactorily. However, a student who has, in a previous year, failed (and not subsequently passed) the prerequisite for entry to a subject cannot be admitted to that subject.
- 2 The current practice of students being permitted to enrol in second-semester subjects before they start first-semester prerequisite subjects should continue. However, faculties must provide written advice to the students outlining appropriate action to take in the event that the student fails a first-semester subject which is prerequisite for a second-semester subject in which they have enrolled.
- 3 Faculties are encouraged to hold mid-year Chief Examiners' meetings for the finalisation of results in first-semester subjects prior to the commencement of Semester 2. Where this is deemed impractical by a Faculty, all first-year semester results, including progress results in year-long subjects, must be released informally by Schools prior to the commencement of Semester 2.
- 4 All conceded passes are terminal passes ie they are not regarded as satisfying the prerequisite for later-year subjects.

#### **PROCEDURE**

- 1 While the policy provides that conceded passes are not appropriate to satisfy prerequisite requirements there may be circumstances where a Head of School could modify the provision. For example a student who obtains 49NC in Chemistry 1 and a good pass in Physics 1 might be permitted by the Head of School to enrol in Chemistry 2.
- 2 Where a second-semester subject (for example a clinical subject) has an absolute prerequisite in semester 1, students should be informed of this in the Course Handbook and at the start of the first-semester subject, preferably in writing. The policy on supplementary assessment provides for mid-year supplementary assessment in such cases.
- 3 Students who fail a first-semester prerequisite for a second-semester subject for which they have enrolled, could be provided with written advice at the start of the subject or by timely mail in the middle of the year. In addition this advice regarding failure to meet a first-semester prerequisite subject could be provided in the Course Handbook as a warning to all students. Students should generally be advised to contact an adviser of studies or the lecturer in charge of the second-semester subject to consider the advisability of withdrawing from the latter subject. Nonetheless

there is nothing in the policy precluding the student from continuing with the semester two subject.

- 4 Where Schools have a standard policy concerning the inadvisability of students proceeding with second-semester subjects after failing first-semester prerequisites, this should be advised to students at the start of first semester.

### **PRACTICE**

- 1 One outcome of semesterisation is that students may fail a first-semester subject but pass a second-semester subject well, where these are in the same discipline area and strongly sequential. Faculties may deem it appropriate to adjust the mark of the first-semester subject to a pass and lower the second-semester mark correspondingly. This has been viewed by the Academic Committee as the equivalent of regarding the second semester subject as supplementary assessment for the preceding subject.
- 2 In the rare cases where faculties may seek to do this in reverse, no confirmed first-semester mark may be adjusted down without the written consent of the student.

### **COMMENT**

- 1 There is insufficient time to conduct examinations, examiners' meetings, release results and then re-enrol students mid-year. Further our DEST reporting requires a full calendar year's enrolment.
- 2 In order for students to make informed choices about second-semester studies it is imperative that they know their results mid-year. Academic Board has endorsed this requirement, in context of provisions for supplementary assessment (Academic Board – October 1997).

ADG

11.5.1999

Revised 1.4.2003