

Transfers to Graduate

Trial process

Background:

There have been a number of complaints from both students and staff regarding the current practice for transfers to graduate. The current practice has the majority of students who apply transferring to graduate in their final semester of studies with final semester enrolment recorded against the new program. As such, students are often charged increased tuition fees for their final semester enrolment once transferred to the new program. To avoid additional tuition fees some students elect to transfer after they have completed all enrolment and graduate in the subsequent semester, delaying their graduation by six months. My proposal would see that practice occur in the final semester of enrolment, rather than the subsequent semester.

A proposal for a trial process was discussed at the College Administrators Meeting held 3 June 2008 and was agreed to be implemented for Semester 2, 2008 with a subsequent review. The trial process is outlined below.

Trial process:

When a transfer to graduate application is received, it will be assessed by the College against two criteria: 1) eligibility for admission into the new program and 2) eligibility to graduate if all current semester enrolment is passed. If the application doesn't meet criteria 1 it will be declined, if it doesn't meet criteria 2 it will be deemed not to be a transfer to graduate and will be processed as a standard transfer. If the application meets both these criteria the transfer will be approved by the College and processed by Enrolments. Enrolments will matriculate and term-activate the new program but will not transfer existing enrolment to the new program. Likewise, the transferring student will not be able to enrol in the new program. Enrolments will request that the Graduations Office create a potgrad record against the new program as conditionally approved with a comment flag "Transfer to Graduate – requires 100% status".

Once results are released at the end of semester, status will be entered against the new program equal to 100% of the new program's requirements by College administrators. If the student has passed all final semester courses they will be eligible to graduate, if they have failed/withdrawn from courses they will be deemed ineligible, but the transfer will be completed and the student will be permitted to enrol in the new program for the following semester. Any enrolment in the new program will be liable for any incurred fee increase. The potgrad record will be updated to Eligible or not eligible by the College administrators.

It is worth noting that:

- this new process will not increase workload, but does shift when certain processes occur
- under this proposal transfers to graduate must still be submitted by the standard transfer deadline (see below for deadlines) and will only be accepted late at the discretion of the Manager of Enrolments with student appeal and a \$125 late fee (unless extenuating circumstances or forced transfer).
- Discontinuation of the current program will need to be future dated.

Advantages:

- Removes the need for retrospective changes and many of the DEEWR reporting error issues
- No increased tuition fees for students including roll-up/roll-down programs for their final semester
- Streamlines the flagging of transferring students' intention to graduate
- No need for additional fees to be chased prior to graduation
- No need for international students to complete a new eCoE
- Fewer students will need to defer their graduation

Disadvantages:

- College administrators assessing transfer to graduate applications will need to assess graduation eligibility at the same time as the program transfer.
- 100% status will need to be processed at an already busy time (it may be preferable for status to be entered once the transfer has been posted, but not 'posted' until after results are released)
- There may be occurrences where a student needs to enrol in courses not normally counted towards a program

- International students who do not graduate and intend to subsequently enrol will need to complete a new eCoE
- Loss of increased tuition fee income.

The transfer deadlines are as follows:

Transfer to take effect from Semester 1: **2nd Friday in December**
Transfer to take effect from Semester 2: **Last teaching day of Semester 1**
Transfer to take effect from Summer Session: **17 December**
Transfer to take effect from Autumn Session: **18 March**
Transfer to take effect from Winter Session: **17 June**
Transfer to take effect from Spring Session: **17 September**

The above deadlines for non-standard sessions reflect the common deadline, though in some cases the deadline may be extended (eg where the non-standard session course starts very late in the relevant session).

This trial will be reviewed after the Graduation ceremonies are held in December 2008.

Document prepared by Paul Bissett 13 June 2008