1. **Policy**
   It is the policy of the Navitas College of Public Safety (NCPS) to enable students to progress in a timely way through their degree under the current structure that comprises 18 core subjects and 6 electives.

2. **Purpose**
   The purpose of this policy is to outline a process to enable a student to undertake a core subject or an elective subject on the basis of this being a one-off, out-of-sequence offering available to that student, on one occasion, only.

   Such a procedure is to be used to enable a student to progress through the Bachelor of Social Sciences (Criminal Justice) in a timely way in the event of a core subject or an elective subject not being on offer or available at the time in a student’s degree when he/she needs to take the subject.

3. **Responsibility**
   The Manager of Study Programs (MoSP) is responsible for compliance with this policy.

4. **General**
   The Manager of Study Programs and the Professional Educator (Student Academic Support) specifically monitor the academic progress of all students to make sure that they make satisfactory academic progress.

   At times, so that a student can continue to progress satisfactorily through, or to complete, their degree, he/she may need to undertake a core subject or an elective subject as a one-off event that is out of the normal sequence of subject offerings.

   Such a necessity may arise for a student who has failed a pre-requisite subject, with that failure impairing their academic progress. This arises because, when a student fails a subject, they may have to wait for up to 12 months for the same subject to be offered again.

   Equally, a student may have:
   - a subject that they need to complete in order to finish their studies but this subject is not available in the trimester in which they need to study it;
   - timetabling issues, such as a clash or a subject not being otherwise available in the desired trimester;
   - begun studying at NCPS in a Trimester 2 or Trimester 3 intake, as a result of which their progress through the degree has required some flexibility of delivery.

5. **Student-Supervisor Agreement**
   The Manager of Study Programs may permit a student to undertake an agreed subject as a one-off, out-of-sequence offering. MoSP will allocate a Professional or Sessional Educator as the student’s supervisor for the one-off, out-of-sequence offering.

   Before undertaking the subject, the student must agree to the following requirements with his/her supervisor. Specifically, the student agrees that:
   1. he/she will have regular, pre-determined meetings with the Professional Educator whom the Manager of Study Programs appoints to be the student’s subject supervisor. These meetings will commence in week 1 of the trimester in which the one-off, out-of-sequence subject is being offered;
   2. otherwise, he/she is prepared to undertake the subject in question on his/her own and to submit all necessary assessments;
   3. he/she will draft a learning plan in collaboration and agreement with his/her subject supervisor that details key points, all assessment tasks, and the progress milestones that the student will need to complete for the subject in question;
   4. he/she must be prepared to invest a minimum of five hours per week to the study of the subject in question; and
   5. he/she will read the subject guide, and will obtain and read the textbook and any required reading materials for the subject in question.
6. **Learning and Teaching Process**
   The above five steps form the basis of the Learning and Teaching Process for a one-off, out-of-sequence subject offering.

   **Supervisor**
   The supervisor will not be required to re-teach content for the subject in question. Rather, the subject will be adapted from existing materials that can be obtained from the last time that the subject in question was delivered. These materials could include a subject guide, core texts, lecture notes, assessment items, recorded lectures, etc.

   The supervisor will provide assistance to the student in their regular, pre-arranged meetings. The supervisor may also use Moodle to provide assistance and/or support to the student.

   **Student**
   Each student undertaking the subject must re-engage with the subject content themselves.

   Each student must submit all assessments satisfactorily and sit exams as required.

7. **Other matters**
   Overloading may be permissible within NCPS guidelines and subject to MoSP’s approval.

   The subject code for a student’s enrolment in a one-off, out-of-sequence subject offering will be the same as that used when the subject was last taught to a general student audience.

   Should a student be undertaking a one-off, out-of-sequence subject offering because he/she failed the same subject previously, they will have a NN (Fail) recorded on their academic transcript against their first (and unsuccessful) attempt at the subject in question. This Fail will remain on the student’s transcript even if the student later successfully completes the one-off, out-of-sequence subject offering.

   Should a student fail a one-off, out-of-sequence subject offering, they will be subjected to the current NCPS policy that addresses students’ academic progress.

8. **Charges**
   NCPS will charge each student the current tuition fees for each one-off, out-of-sequence subject that he/she undertakes—regardless of their result.

9. **Authority**
   Authorised by the Dean/Head of College

10. **Approval**
    Approved by the Academic Council on 23 April 2012

11. **Amendments**

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