

5.2.7 Credit Transfer Committee

Operating Policy and Procedures

1. **Policy**

It is the policy of the Navitas College of Public Safety that a Credit Transfer Committee is established and convened at appropriate times to consider all possible cases of admission with advanced standing or credit transfer, and that subject exemptions are granted accordingly.

2. **Purpose**

The purpose of this policy is to ensure that all cases of possible credit transfer are considered by a suitably qualified and experienced group, the members of which will bring a wide range of experience and expertise to the process.

3. **Responsibility**

The Program Director is responsible for compliance with this procedure.

4. **Guidelines**

Refer also to Policy 5.2.6 *Admission with Advanced Standing*

4.1 **Membership**

The Credit Transfer Committee comprises two permanent members and at least one other member, who may be co-opted onto the Committee when the need arises.

The two permanent members are the Higher Education Registrar and a senior lecturer with extensive experience teaching in criminal justice courses at both TAFE and Higher Education levels. The other member is a subject lecturer with experience in the subjects/courses in question. Appropriate teaching staff are approached by the Registrar and invited to join the Committee.

4.2 **Purpose of the Committee**

The purpose is to review all possible credit transfer and recognition of prior learning and to grant exemptions accordingly, having regard to:

- the parity of the qualifications under consideration with the courses taught at the College;
- the content of the subjects under consideration; and

the results achieved in the subjects under consideration.

4.3 **Meetings**

The Committee meets in early February, after first round enrolments, to consider newly enrolled students' previous qualifications, or at such other times as required to consider credit transfer for later year students.

5. **Procedures**

- 5.1 Enrolling students must apply for credit by completing and submitting NF586 -*Credit Transfer Application – Enrolling students* at enrolment, with all supporting documentation, such as transcripts of results, courses/subjects undertaken and detailed syllabi (refer to Policy 5.2.5 *Assessment of Academic Qualifications*).
- 5.2 Following enrolment for trimester 1, 2 or 3, the Registrar compiles a list of all possible credit transfers to present to the Committee.
- 5.3 The Committee is convened within one week of enrolment, presented with this list and supporting documentation, and makes its decisions accordingly.
- 5.4 The Registrar completes NF579 – *Credit Transfer Decisions*, and compiles the Minutes of the Meeting.
- 5.5 The Student Administration Officer retains all documentation in the students’ files and compiles a new subject sequence if necessary and a new timetable for that trimester.
- 5.6 The Registrar contacts the students in writing, using letter template NT554 to inform them of the decision of the Committee and any exemptions granted. Included with this letter is information about the subjects they will have to undertake and the sequence necessary to successfully complete the course – NT572 is used for this.
- 5.7 The Minutes of the meeting are registered and presented together with NF579 to the Higher Education Board at their following meeting.

6. **Authority**

Authorized by the Program Director.

7. **Approved**

Approved by the Higher Education Board on 27 February 2004

(refer also to Policies 5.2.5 *Assessment of Academic Qualifications* and 5.2.6 *Admission with Advanced Standing*)

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
30/11/07	Christine Ashton	All references to semesters replaced with trimesters.	
22/05/09	Jodie reeve	Logo change	Minor change
06/11/09	Christine Ashton	Change of name and logo	Minor change
26/11/09	Jodie Reeve	Amended supporting document references	Minor change