

5.6.11 Overloading

Operating Policy and Procedures

1. Policy

It is the policy of the Navitas College of Public Safety that students only be permitted to take on a heavier than normal study load in strictly prescribed circumstances.

2. Purpose

The purpose of this policy is to ensure that:

- students do not undertake more subjects than they can reasonably be expected to complete successfully.
- a mechanism exists for students to apply to overload and that requests are dealt with fairly, impartially and promptly.

3. Responsibility

The Registrar is responsible for compliance with this procedure.

4. Definitions

4.1 "Overloading" means enrolling in one or more subjects, in addition to a normal study load.

4.2 "Normal study load" means four subjects per trimester for full-time students and two subjects for part-time students.

5. Guidelines

5.1 The normal full-time workload is four subjects per trimester. The College therefore discourages students from enrolling in more than this, in order to ensure that students have a manageable workload and to prevent students from compromising their academic success.

5.2 Enrolment in the *Skills Enhancement Program* in addition to the normal study load does NOT constitute overloading.

5.3 Students are only considered to be eligible to overload in the following circumstances:

5.3.1 The student is completing their final trimester, and to refuse the overload would result in the student having to undertake one subject only in the following trimester or academic year.

5.3.2 If they have achieved good results for their studies while enrolled in a normal workload ie:

5.3.2.1 A student who has been granted subject exemptions because of studies successfully undertaken at another tertiary institution, and applies to overload, must have successfully completed at least two trimesters (ie: achieved a passing grade in all enrolled subjects) in their NCPS course prior to the application in order to be granted permission to overload.

5.3.2.2 A student who has received a grade of NN, DNS or LW and applies to overload must have achieved at least 60% in all enrolled subjects in the trimester immediately prior to the one in which they wish to overload.

5.4 In no circumstances will a student be permitted to overload by more than one subject in a trimester.

5.5 In no circumstances will a student be permitted to overload more than twice during the course.

5.6 Granting of requests to overload is discretionary, and each request is dealt with on a case by case basis, decided by the Registrar and Program Director, in consultation with subject lecturers and/or the Student Administration Officer, and based on factors such as:

- the student's academic history; and
- problems the student encountered and whether these have been resolved.

5.7 Students who have not fulfilled the above criteria regarding academic marks in the previous trimester, MAY be permitted to overload if the application applies to their final trimester of their final academic year, and the Practicum subject is one of the subjects they are undertaking.

5.8 An additional subject will incur the cost of single subject.

5.9 Overloading is not grounds for Special Consideration (refer to Policy 5.6.4 – *Special Consideration*) or an acceptable excuse for poor results.

6. **Procedures**

6.1 A student may apply to overload at the end of a trimester, once the Transcript of Results has been received; their marks in the previous trimester will determine their eligibility.

6.2 To apply, a student must complete Form NF534 – *Application to Overload*, and submit it to Student Administration asap prior to the commencement of the next trimester. This form must be completed each time a student wishes to overload; each application applies only to a single trimester.

6.3 The Student Administration Officer will confirm eligibility and if not eligible, will return the form to the student as soon as practicable, with an explanation.

6.4 If eligible, the Student Administration Officer attaches a copy of the student's academic history and any other pertinent information to the application and refers it to the Registrar.

6.5 A decision is made by the Registrar and Program Director regarding:

- permission to overload: and
- if permission is granted, which additional subject will be undertaken having regard to:
 - the subjects available in the trimester,
 - the subject sequence required to be followed taking into consideration pre-requisites and co-requisites,
 - the timetable (to ensure no clashes),
 - the subjects required to be completed.

6.6 If the application is granted, Student Administration will create a new timetable.

6.7 The student's pay schedule will be amended to reflect the increased trimester payment.

6.8 The Registrar will notify the student in writing within a week of the application of the outcome of the application .

6.9 The written notification will be accompanied by the new timetable and amended fee information.

6.10 Accounts and Student Administration staff will be notified that the student must pay for an extra subject.

6.11 The original request form and a copy of all correspondence will be retained in the student's file.

7. **Authority**

Authorized by the General Manager (Public Safety)

8. **Approval**

Approved by the Higher Education Board on 3 August 2004

9. **Amendments**

Date	Modified by	Sections amended/added	Approved by HEB (if required)
17/12/07	Christine Ashton	References to semesters amended with trimesters.	
15/08/08	Christine Ashton	Change of title – CEO to General Manager	Minor change
22/05/09	Jodie Reeve	Logo changed	Minor change
10/11/09	Christine Ashton	Change of name and logo	Minor change
27/11/09	Jodie Reeve	Amended document references	Minor change