

5.3.2 – Time Limits for Completion of Course

Operating Policy and Procedures

1. **Policy**

It is the policy of the Navitas College of Public Safety that degree programs undertaken be completed within a specified, realistic and finite time frame. The maximum time permitted to complete any College degree program should conform to the policies of Arts Faculties at Australian Universities.

2. **Purpose**

The purpose of this policy is to ensure that enrolled students be given every opportunity to complete their degree while preventing students continuing their studies indefinitely.

3. **Responsibility**

The Program Director is responsible for compliance with this procedure.

4. **Guidelines**

4.1 NCPS degree programs can be completed within 2 years in the case of full-time students, and 4 years in the case of part-time students. Taking into account possible time away from studies because of deferment and leave of absence, the program completion date may be extended, but all degree programs, including dual awards, must be completed within ten years of commencement.

4.2 Students who do not complete their course of study within the ten year time limit will be automatically withdrawn from the program and must reapply through the usual application process such as VTAC to continue their course of study.

5. **Procedure**

5.1 Students must be informed via relevant College publications such as the Student Handbook and website of their responsibility to complete the program within the specified time frame.

5.2 Students who are nearing the time limit must be reminded in writing by the Student Administration Officer of this responsibility.

5.3 Students who do not complete their course of study within the ten year limit must be withdrawn from the program and informed in writing by the Registrar that they must reapply for the program if they wish to continue their studies.

6. **Authority**

Authorised by the Program Director

7. **Approval**

Approved by the Higher Education Board (09.04.03)

8. **Amended**

Date	Modified by	Sections amended/added	Approved by HEB (if required)
30/11/07	Christine Ashton	Change to timeframes that NCPS programs can be completed in - now 2 years full time, 4 years part time.	
22/05/06	Jodie Reeve	Logo changed	Minor change
09/11/09	Christine Ashton	Change of name and logo	Minor change