



Policy addendum: Maximum completion time processes

- (1) This addendum to the [Assessment Policy](#) and [Enrolment and Fees Policy](#) is effective from 14 July 2025 until new maximum completion time processes are approved and take effect under the Enrolment and Fees Policy and Procedure.

Course maximum completion time requirements

- (2) The [Course and Subject Procedure - Coursework Design](#) Part B provides the course durations and maximum completion times for coursework courses approved by Academic Senate. A student's enrolment may be terminated if they do not complete their course within the maximum period (as per the [Course and Subject Policy](#)).

Academic progress status and completion time

- (3) The Support for Students – Academic Progress Procedure takes effect from 14 July 2025 under the [Support for Students Policy](#) and [Assessment Policy](#).
- (4) Notwithstanding [Assessment Policy](#) Part F, the criteria for assessing coursework students' academic progress status does not include completion within the course maximum completion time or within the duration of their confirmation of enrolment (for international student visa holders)
- (5) Students who meet the requirements for Satisfactory academic progress status under the Support for Students – Academic Progress Procedure will be identified accordingly, regardless of their enrolment duration.

Monitoring course enrolment duration and completion times

- (6) The Enrolment and Fees Policy and Procedure are undergoing a scheduled review and will include provisions for monitoring students' enrolment duration. Until these changes take effect:
- a. provisions of the [Assessment – Assessment Progress Procedure](#) in effect on 13 July 2025 will be applied in relation to students who are approaching or exceed their course maximum completion time
 - b. decisions in relation to enrolment cancellations for failing to complete a course within the maximum time allowed will be made by the delegated officer under [Delegation Schedule E – Academic and Research](#).
- (7) Accordingly, students' course enrolment duration and completion times are monitored as follows:
- a. Students who are enrolled in the same course (as indicated by the registered course/program/government code), either continuously or with a break in enrolment, will be contacted by Student Administration as the applicable maximum completion time approaches. They will be advised of the requirement to complete their course within the maximum period and offered support to do so.

- b. Where Student Administration identifies that a student has reached the maximum course enrolment duration, the following will occur:
- i. Student Administration will publish the list of identified students in a central university system and notify the relevant stakeholders of its availability.
 - ii. The student will be informed in writing:
 1. that they have reached the maximum completion time for their course enrolment and their enrolment will be cancelled
 2. that they have 10 calendar days from the date of the notification to make a written submission (show cause) providing reasons why their enrolment should not be cancelled, and
 3. of support services, including student advocates, who can help them through this process.
- c. Where a student submits a written show cause response, the student's response will be forwarded to the relevant Course Director to make a recommendation to the delegated officer.
- d. The delegated officer will consider the student's show cause response and the Course Director's recommendation when deciding whether to cancel the student's enrolment. Where the delegated officer considers that the student will have a reasonable chance of success and there is evidence to support that decision, they may determine not to cancel the student's enrolment.
- e. Where a student does not submit a written show cause response, the delegated officer will cancel the student's enrolment.
- f. Late show cause responses will be considered on a case-by-case basis where the student has demonstrated that circumstances beyond their control prevented them from submitting the response on time.
- g. Where the delegated officer decides not to cancel the student's enrolment, the student must develop a study plan with their faculty.

