



Faculty of Arts and Social Sciences

Student Services Policy and Procedure for: Exceeding Credit Point Limits

I. Rationale and principles

The Coursework Rule 2000 (as amended) allows for the addition of units resulting in exceeding credit point limits of a student's degree under Division 1 and 2. The rule permits a student to exceed the credit point limits of the degree *under special circumstances* with permission. Special circumstances are defined below and informed with reference to preserving the integrity of the degree according to its resolutions and a fair approach both to the student's circumstances and to that of the cohort as a whole.

II. Special Circumstances

Special circumstances exist where progression or completion is jeopardized or hindered by the structural requirements of a degree, and where these circumstances were unforeseeable at the usual time of enrolment or variation, or were otherwise outside of the applicant's control.

III. Conditions for approval

An application to exceed the credit point limit of a degree will only be considered under the following circumstances:

1. Exceed junior credit point limit
 - the applicant has completed at least two semesters of study
 - the junior unit of study is core to the degree and enrolment cannot be altered to allow for the unit to be undertaken within the maximum credit point limits of the degree; or
 - the degree was commenced mid-year and the applicant is pursuing language study.Under these circumstances a maximum of one unit of study (6 credit points) will be approved.
2. Exceed semester credit point limit
 - the applicant is in his or her final semester and permission is likely to result in completion of the degree
 - a single additional unit of study (up to six credit points) may only be approved where the applicant has a distinction average and has not failed any unit of study in their candidature.
3. The overall credit point limit must be exceeded
 - the unit of study is core to the applicant's degree and enrolment cannot be altered to allow for it to be completed within the maximum credit point limits of the degree; or
 - the unit of study is required for Honours entry and the enrolment cannot be altered to

allow for it to be completed with the credit point limits of the degree. Applicants must have at least a credit average in the subject area in which they intend to pursue Honours. Students may apply for up to two (2) units of study (up to 12 credit points). Evidence of consultation with the relevant Chair of Department and Honours coordinator is required.

IV. Procedures for applying to exceed credit point limits

1. Be familiar with this policy and understand the legitimate grounds for making an application
2. Complete the Application to Exceed Credit Point Limits form
3. Lodge the form in person at the Faculty of Arts and Social Sciences Student Services, or by email at arts.undergraduate@sydney.edu.au
4. The outcome will be communicated by university email within two (2) weeks of receipt of the application