



INFORMATION ABOUT CONCEDED PASSES

For eligibility criteria, see [Academic Course Regulations 2013, Chapter 5 Part 3 Grading - Conceded Pass:](#)

- An undergraduate student enrolled in an award course may graduate with a maximum of **ONE** Conceded Pass in a course.
- A Conceded Pass **cannot** satisfy Pre-requisite and Outcome units. Please refer to your Discipline Leader (Degree) / Course Coordinator to identify which is Pre-requisite or Outcome unit; prior to submitting this form.
- A Conceded Pass is applicable to students enrolled in Diploma and Degree only.

Fields marked with * must be filled in

Personal Details

Student ID: *

Full Name: *

Contact Number: *

Course Details and Conceded Pass Request

Course: *

Faculty: *

I want to: *

Unit Code: *

Unit Name: *

Teaching period unit
was undertaken in: *

Year unit was taken in: *

Student declaration:

I have read the important information above. I understand that I can only be granted a single conceded pass in my course and that the unit cannot be used to satisfy a pre-requisite requirement. I also confirm that I have received a mark between 45-49 for this Unit.

I agree to the above declaration *

Signature: *

Date: *



FOR OFFICE USE ONLY

TO BE COMPLETED BY STUDENT ADMINISTRATION				
Date received by Student Administration				
Has the student achieved a final mark of 45% or more?		<input type="radio"/> Yes	<input type="radio"/> No	
Date sent to Unit Convenor / Faculty				
Date returned to Student Administration				
TO BE COMPLETED BY CONVENOR (FACULTY)				
Has the student completed all assessment requirements for this Unit of study this teaching period?			<input type="radio"/> Yes	<input type="radio"/> No
Did the student make a genuine attempt in this Unit, including fulfilling all assessment requirements?			<input type="radio"/> Yes	<input type="radio"/> No
If your answer is NO, please give reasons below;				
CONVENOR'S RECOMMENDATION				
Yes	No	Convenor's Name	Convenor's Signature	Date
If recommended, details of supplementary assessment to be undertaken:				
DEAN OR DELEGATE APPROVAL (AWARDING FACULTY)				
Approved / Not Approved	Name		Signature	Date
TO BE COMPLETED BY STUDENT ADMINISTRATION				
Student notified to Swinburne email account				
Student Administration Officer's Name		Student Administration Officer's Signature		Date

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