



Application to have Credit Revoked

This form is to be used by current Monash University students when applying to have previously awarded credit, which includes either credit transfer for previous study or Recognition of Prior Learning (RPL), removed from your academic record.

Monash College students should not use this form.

General information

When applying to have previously awarded credit revoked, an original or certified copy of your credit notification letter should be attached to this form.

You will receive written notification from your faculty regarding the outcome of your credit application. Applicants should enrol in units with the assumption that credit has not been revoked until notified otherwise.

Credit policy and procedures

For the university policy on Credit (including Recognition of Prior Learning), see: www.adm.monash.edu.au/execserv/policies/Academic-Policies/policy/credit-transfer.html

For the university procedures for credit transfer, see: www.adm.monash.edu.au/execserv/policies/Academic-Policies/procedures/credit-transfer.html

Faculties may also have specific faculty policies on credit transfer and RPL. Please refer to Faculty websites and handbooks for relevant faculty policies. See: www.monash.edu.au/pubs/handbooks/srg/

Course advice

Before completing this form, it is strongly recommended that students seek course advice from their faculty to ensure that the revoking of credit does not affect course progression

Lodgement

Single degree programs:

Berwick, Clayton, Gippsland, Parkville and Peninsula Campuses – Form should be submitted to your faculty office on your home campus.

Caulfield Campus – Forms should be submitted to the Caulfield Service Centre. **Business and Economics Postgraduates** – submit form to your department. **Information Technology Students** – submit to your school office on your home campus.

International students (Australian campuses) – please note that a request to have credit revoked may affect your course duration. In such cases your faculty will notify you regarding the revised course end date and the change will be reported to DIAC.

Double degree programs:

Applications to have credit revoked in a double degree program must be made to the managing faculty (to check the managing faculty of a degree, see www.monash.edu.au/study/coursefinder).

Where the application seeks to have credit revoked for units within the partner faculty's area of the course, the application will be sent for assessment by the managing faculty to the partner faculty.

Privacy statement

The information on this form is collected for the purposes of assessing your application to have credit revoked. If you do not complete all questions on this form it may not be possible for the application to be assessed. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at the following email address: privacyofficer@adm.monash.edu.au

RECEIVED
Please retain this copy as proof that your application has been submitted.

Student ID:

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Tracking Number:



Application to have Credit Revoked

Tracking Number:

Faculty Sent to:

Campus:

Section A Personal details	
Family Name:	Given Names:
Preferred phone number:	Monash student ID:
Email address (Monash email for current students):	

Section B Request to have credit previously awarded <u>removed</u> from course attempt Please attach additional sheets if required.						
Monash course name				Course Code	Campus	
To be completed by student:				Office use only		
Date credit awarded	Monash units	Credit or exemption?	Credit points awarded?	Credit removal approved? Y/N	Credit removal approved by	Date credit revoked on Callista

Section C Applicant's declaration	
<ul style="list-style-type: none"> I warrant that the information on this form is correct and complete. I confirm that I have considered the requirements of my course in making this application, and that I understand the effect the removal of credit will have on my progress to course completion and the duration of my study. I have read the University's statement on privacy and the purposes for which my personal information will be used (available at http://www.privacy.monash.edu.au/). I agree to abide by the statutes, regulations and policies of Monash University. 	
Signed:	Date:

Section D Faculty Office Use Only	
Full name of staff member processing application: Date received: Faculty Stamp:	Application: Checked Date: Logged Date: Sent out for approval Date: Sent to: Due back: Keyed Date:
Student advised of outcome: (required for international students) Yes No Student advised by: Photocopy of this page Letter Email Sent date: Revised completion date:	Amended eCOE required: Yes No Faculties to send notification of changes to international students credit and enrolment to: ESOS Reporting Officer Enrolments Unit Building 3C Clayton Campus