



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 a pre-requisite requirement.
- A conceded pass is not available to a student enrolled in Postgraduate, Foundation and Single Unit Study.

*Fields marked with * are mandatory*

Personal Details

Student ID: *	<input type="text"/>	Title: *	<input type="text"/>
Surname/Family Name: *	<input type="text"/>		
Given Names: (leave space between names) *	<input type="text"/>		
Date of Birth: (dd/mm/yyyy) *	<input type="text"/>		
Contact Number: *	<input type="text"/>		

Course Details

Course Code: *	<input type="text"/>
Course Title: *	<input type="text"/>
Faculty: *	<input type="text"/>
Professional Major: *	<input type="text"/>
Co-major: *	<input type="text"/>
Minors: *	<input type="text"/>

Request Details

I want to: *	<input type="text"/>
Unit of Study Code: *	<input type="text"/>
Unit of Study Title: *	<input type="text"/>
Teaching Period Unit (subject) was undertaken in: *	<input type="text"/>
Year Unit (subject) was taken in: *	<input type="text"/>

Application for Conceded Pass (CP)



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:

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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