

PF Grade – Process for Application

Under Part D - Grading Rules (*Table of Grades - Part B, Ungraded assessments/subject*) of the *Assessment Policy*, the Practicum Fail (PF) grade is to be applied where a student has failed to satisfy standards for practicum assessment and will not progress further in the subject and program if the unit is compulsory.

The consequences of a PF grade for a student are significant as they will not be allowed to re-enrol in the subject or its equivalent and therefore may be unable to meet the requirements of the program. The grade is therefore used on rare occasions, such as when a student:

- has failed repeatedly to satisfactorily complete practicum requirements regardless of the final grade for the subject.
- has engaged in unprofessional, unsafe, unethical, or illegal conduct which damages or potentially damages the reputation of the University.
- performs at borderline of an unsatisfactory level and has a history of withdrawal after census date for this subject.

Given the implications of a PF grade, it is necessary to ensure that there is appropriate documentation to support its application. The application of a PF grade should not be taken lightly and should be supported by documentary evidence of follow-up and counselling of a student during their enrolment in the subject and following the application of the PF grade.

Special approval is required to award the PF grade and the below process and record keeping requirements applies:

1. The School must prepare a document that presents the rationale, summary and documentary evidence for the application of the PF grade.
2. The Dean must approve the document, along with the request for the application of the PF grade.
3. The SAC must formally approve the PF grade.
4. The School must forward the Dean's approval and supporting document to Assessment & Timetabling in DIQO.
5. Assessment & Timetabling will then apply the PF grade.
6. Assessment & Timetabling will place the Dean's approval, supporting document and evidence on the student's TRIM file – the supporting document and evidence will be filed with restricted access due to the potentially sensitive nature of the information that may appear in the documentation.
7. The SAC Chair must forward a copy of the approval, supporting document and evidence to the DAP
8. The DAP must meet with the student to discuss the implications of a PF grade and counsel the student regarding options (e.g., early exit award, transfer of course etc.).

Application of PF Grade – Process

Special approval is required to award a PF grade under clause 35 of the Assessment Policy (*Table of Grades – Part B, Ungraded assessments/unit*).

The flow chart below details the steps and record keeping requirements that apply.

