

**Application for NEAR PASS -
Last unit to complete an
UNDERGRADUATE course**

This form is to be used by current students enrolled in an undergraduate course managed by the Faculty of Business and Economics who have failed the last unit to complete a course and who wish to graduate by obtaining a NP grade without re-enrolling in the unit.

Undergraduate students

Course-work undergraduate students who fail a unit which is the last unit necessary to complete an undergraduate course of study, provided that they have completed all the work for the unit, have sat the final examination and have obtained a mark of N 45 – 49 are entitled to the grade of Near Pass (NP) and are not required to sit additional assessment.

The Near Pass is a pass grade for the purpose of graduation. The last unit may have been taken from another faculty if the student is eligible to take electives in their degree.

Professional accreditation

Students wishing to receive professional accreditation are advised to contact the relevant professional body to determine the status of NP grades.

Double degrees

Students enrolled in a course managed by another faculty, should contact that faculty to clarify that faculty's course rules relating to the last unit to complete a course.

Students enrolled in a double degree are eligible for a NP **only** for the unit confirmed as the last unit required for course completion in the double degree – **not** for the completion of a single component of the degree. The last unit may have been taken from the non-managing faculty or from another faculty if the student is eligible to take electives in their degree.

Further information is available at the following web address
<http://www.buseco.monash.edu.au/student/exams/index.php>

Closing dates for application

Application for a Near Pass grade for the last unit to complete an undergraduate course must be made within six weeks of the publication of the student's last finalised result.

Lodgement of applications

Applications should be submitted to the student administration office on the student's home campus. Caulfield students should lodge their application at the Caulfield Student Service Centre.

Notification of outcome

You will be notified of the outcome of your application by email to your Monash email account. Please allow ten working days.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Business and Economics to assess your application. Personal information may also be disclosed to relevant educational institutions for the verification of your qualifications. 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 on 9905 6011.

Application for NEAR PASS

Last unit to complete an UNDERGRADUATE course

SECTION A PERSONAL DETAILS

Date of birth		Title		Monash ID									
Given names			Family name										
Monash email address (the Faculty sends emails to this account ONLY)				_____@student.monash.edu									

SECTION B APPLICATION DETAILS

Course	Course title
Unit	Unit title

SECTION C NEAR PASS REQUIREMENTS

Please check that you meet the requirements for the granting of a Near Pass for the last unit to complete an undergraduate course and tick the boxes below.

Student to complete	
I wish to apply for Near Pass for the last unit to complete my undergraduate course.	<input type="checkbox"/>
I have already passed all other units in my course.	<input type="checkbox"/>
I have completed the unit and received a mark of at least 45 – 49 per cent.	<input type="checkbox"/>
I have completed all the work required for the unit, including the examination.	<input type="checkbox"/>

Office use only - eligibility			
<input type="checkbox"/>	confirmed admin	Student Administration Officer (<i>name</i>)	Date
<input type="checkbox"/>	confirmed admin		
<input type="checkbox"/>	confirmed examiner	Examiner (<i>name</i>)	Date
		(<i>signature</i>)	

STUDENT SIGNATURE		Date	
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Office use only - outcome

Result amended to NP <input type="checkbox"/>	Student Administration Officer (<i>name</i>)	Date
Student not eligible <input type="checkbox"/>	Signature	
Student notified of outcome	Student Administration Officer (<i>name</i>)	Date
	Signature	