

# Application for Withdrawal Without Academic Penalty Before Finalisation of Results



*Students may withdraw without academic penalty at any time during the semester.* This form is used after the dates to withdraw without challenge via mySI-net (30 April for first semester and year long courses commencing in first semester, and 30 September for second semester courses) and before results in that course are finalised. The date for summer semester changes every year.  
Please check <http://www.uq.edu.au/myadvisor/summer-semester-important-dates> for summer semester important dates.).

Please read the information at <http://www.uq.edu.au/myadvisor/withdrawing-program-course> and pages 2-3 of this form before lodging your request.

## 1 Personal details

Student Number ..... Student Email Address ..... Family Name ..... Given Names ..... Program ..... Semester ..... Year .....

Please tick as appropriate:  International  AusAid  Domestic  Scholarship (give details below)..

## 2 Course details

I wish to withdraw from the following courses (insert course code):

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## 3 Grounds on which application is based

- Serious health problem  
If yes,  Onset of condition after last date to withdraw (Sem 1 – 30 April; Sem 2 – 30 Sept; Summer - see information above)  
 Pre-existing condition which worsened after last date to withdraw
- Serious personal trauma occurred after last date to withdraw
- Change in personal circumstances after last date to withdraw
- Inability to cope with University level studies or incorrect program choice  
(Commencing students in their first semester only)

**Please attach a separate sheet outlining your reasons for late withdrawal.** NB: An application to withdraw from selected courses rather than all courses in which you are enrolled in this semester must be fully justified.

## 4 Declaration

- I have read the information provided with this form
- I have attached all supporting documentation

Signature.....

Date.....

## 5 Decision by the Associate Dean, Teaching and Learning

- Approved  Not Approved

Comments .....

Signature ..... Date .....

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Documentation requested from academic staff | <input type="checkbox"/> Record updated                           | <input type="checkbox"/> Change noted on SI-net       |
| <input type="checkbox"/> IED/Visa officer informed of decision       | <input type="checkbox"/> Documentation sent to Records Management | <input type="checkbox"/> Student informed of decision |

**Submit your application to any Student Centre or to the Faculty Office that administers your program, regardless of which courses you are requesting withdrawal from.** Further information on the University's policy on Withdrawal Without Academic Penalty (Policy Number 3.40.13) can be found in the Handbook of University Policies and Procedures at <http://www.uq.edu.au/hupp/index.html?page=25130&pid=25075> . Information about, and a link to, The University of Queensland Privacy Management Policy, can be found at [www.uq.edu.au/privacy](http://www.uq.edu.au/privacy)

# APPLICATION FOR WITHDRAWAL WITHOUT ACADEMIC PENALTY PRIOR TO FINALISATION OF RESULTS

## 1. When can I withdraw from a course?

You can apply to withdraw from a course at any time during the semester. The action required varies depending upon when you seek to withdraw. Refer to myAdvisor site “Withdrawing from a program or course” for more information. (<http://www.uq.edu.au/myadvisor/withdrawing-program-course>)

*Note: This form is to be used for applications made prior to finalisation of results. If you believe you have grounds to withdraw without academic penalty after results are finalised for the semester, you may make an application to the President of the Academic Board who has the power to change finalised results under very limited circumstances only. These are listed in the General Award Rules (<http://www.uq.edu.au/myadvisor/university-rules>). For additional information on guidelines for applying for a change to finalised results in special circumstances, please see <http://www.uq.edu.au/myadvisor/change-result-guidelines>.*

### **Withdrawal Before the Census Date**

You may automatically withdraw without academic penalty or financial liability from a course via mySI-net on or before the Census Date, that is: 31 March for Semester 1; 31 August for Semester 2; Refer to the [Academic Calendar](#) for Summer Semester. The courses will be deleted from your studies report and your official academic record.

### **Withdrawal After the Census Date**

**A.** If you withdraw from a course via mySI-net after the Census Date and on or before the dates set out under section B below, you will automatically be permitted to withdraw without academic penalty. A result of ‘W’ will be applied to the course and this will be listed on your studies report only. A ‘W’ does not contribute to your grade point average. However, you will retain financial liability for the course.

**B.** You may withdraw with academic penalty from a course via SI-net after 1 May and 1 October (and after the Summer Semester Census Date) and before your results for the semester have been finalised. A result of ‘K’ (withdrawal with academic penalty) will be applied and this will be listed on your studies report and your official academic record. In this case, you will retain financial liability for the course. For the purposes of calculating grade point average, a ‘K’ is a zero.

**C.** If you believe you have grounds to withdraw without academic penalty after 1 May and 1 October (and after the Summer Semester Census Date) and before your results are finalised for the semester, you may make application in writing to your [faculty](#), requesting withdrawal. Such applications must include supporting documentation to substantiate the grounds for your request. If your application is granted, you will receive a ‘W’. If your application is refused, you will receive a result of ‘K’ on your studies report and your official academic transcript, provided you have already dropped your course through mySI-net. If you have not dropped your course through mySI-net and your request for withdrawal is refused, you will be awarded a grade at the end of the semester, based upon the assessment you have submitted. You will retain financial liability for the course.

## 2. When might my application to withdraw after the dates listed above be granted?

The following normally constitute acceptable grounds for the faculty to **grant** withdrawal without academic penalty –

- A serious health problem, or the onset of a chronic health problem since the cancellation of enrolment date, as evidenced by medical certificates (e.g. car accident, hospitalisation/recovery from hospitalisation, chronic viral infection).
- Serious personal trauma since the cancellation of enrolment date as evidenced by medical certificates and/or personal declaration.
- Demonstrable change in personal circumstances since the cancellation of enrolment date as supported by personal declaration and other relevant material (e.g., additional and unforeseen employment demands on a part-time student; severe financial stress; onset of severe illness in an immediate family member).
- Evidence that the student is unable to cope with University level studies or has clearly made an incorrect career choice and is unable to meet the requirements of the course or of particular courses within the program.

### 3. When might an application to withdraw after the dates listed above be refused?

The following would not normally be grounds for the faculty to grant withdrawal without academic penalty –

- Failure to prepare adequately for assessment requirements because of other personal commitments that are within the student's control.
- Failure to cancel a course by the advertised cancellation enrolment date through the student's error.

### 4. Information for international students on a student visa

Under the provisions of the Educational Services for Overseas Students (ESOS) Act, international students studying under a student visa are required to complete their program in minimum time. Therefore a full-time enrolment in 8 units (#8) each semester is usually required. Some exemptions apply and international students must seek advice from their faculty before reducing their study load.

If you are an international student intending to withdraw from your program, you should complete an International Students Application to Withdraw form (<http://www.uq.edu.au/myadvisor/forms/enrolment/international-withdrawal.pdf>). For more details on UQ's refund guidelines for international students, please refer to the document fee refund guidelines for international students (<http://www.uq.edu.au/myadvisor/docs/international-refunds.pdf>). The University is required by law to notify the Department of Immigration and Citizenship (DIAC) of international students who withdraw from their studies.

### 5. What steps do I take?

- Complete the application for withdrawal without academic penalty form.** Ensure all sections are completed.
- Provide documentary evidence of the change in your circumstances that has prompted the withdrawal application.** When applying for withdrawal students must apply to the Associate Dean, Teaching and Learning in the relevant faculty and provide appropriate supporting documentation that indicates that the circumstances affecting study started, or worsened significantly, after the relevant dates for cancellation. Letters from Student Services may be useful, but by themselves may not be sufficient to justify granting withdrawal without academic penalty if they are presented in the absence of other substantial documentation (for example, a properly signed and officially stamped statutory declaration of circumstances). All applications for withdrawal on health grounds should be supported by a medical certificate. Applications for withdrawal on non-medical grounds should be supported by other corroborative evidence supporting the application.

**Information about and a link to The University of Queensland's Privacy Management Policy, can be found at:**

<http://www.uq.edu.au/privacy>

#### c. Submit your application to your faculty or the Student Centre:

St Lucia - Level 1 JD Story Building (61)

Ipswich - Building No. 8

Gatton - Level 1, N.W. Briton Administration Centre Annexe

#### d. Outcome of applications

*If approved:* Approved withdrawals will be noted as a 'W' grade on your mySI-net Studies Report. An email will be sent to you informing you of the change of grade to 'W'. A 'W' grade is not included in the calculation of your grade point average (GPA). A withdrawal without academic penalty does not remove your financial liability. If you have exceptional circumstances you may apply to have your financial liability removed. Please see myAdvisor for information on the removal of financial liability (<http://www.uq.edu.au/myadvisor/removal-financial-liability>).

*If NOT approved:* Students will be advised by email of late withdrawals which are not approved. If you still choose to drop a course using mySI-net a fail grade of 'K' (i.e. a grade of zero) will be recorded on your Studies Report and on your official transcript. Alternatively you can choose to continue in the course.

#### Privacy statement

The information on this form is collected for the primary purpose of assessing your application to withdraw without academic penalty from the nominated courses. The information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: <http://www.uq.edu.au/hupp/index.html?page=24999>.