Academic Withdrawal from Courses - Policy

1. Purpose and Objectives

This policy outlines the circumstances in which students may withdraw from courses.

For information regarding Removal of Course (RoC), students should refer to PPL 3.50.10 Removal of Courses Due to Special Circumstances.

2. Definitions, Terms, Acronyms

Census Date — means the last date to drop a course without financial liability; it is also the date by which enrolment must be finalised for a study period.
mySI-net [6] – the user interface to The University of Queensland’s student administration system. This interface allows students to manage their UQ enrolment details via the web.

**Relevant Dates** – means the date by which a student may drop their enrolment in a course without academic penalty (but financial liability remains). The relevant dates are:

- 30 April, for first semester courses and year long courses commencing in first semester
- 30 September, for second semester courses and year long courses commencing in second semester
- The date varies annually for summer semester but is usually early in the new year (refer to Academic Calendar [7]).
- For flexibly scheduled courses, the Census Date is also the Relevant Date.
- Other dates apply for Teaching Periods (refer to UQ Website [8]).

### 3. Policy Scope/Coverage

This policy applies to all current and former students of The University of Queensland.

### 4. Policy Statement

#### 4.1 Withdrawal from a course without academic penalty

A student may withdraw from a course and avoid academic penalty (i.e., a failing grade) if they:

- withdraw from the course on or before the Census Date in the relevant semester (in this case financial liability is also removed); or
- withdraw from the course after the census date and on or before the Relevant Date (in this case financial liability stands); or
- apply for and are granted approval for removal of course(s) in accordance with PPL 3.50.10 Removal of Courses Due to Special Circumstances Procedure [5].

All other results are the enduring record of the student’s academic activities while enrolled at the University and are not subject to change.

#### 4.2 Withdrawal from a course with academic penalty

Students who withdraw from courses via mySI-net [8] after the relevant dates, and who do not apply for or are not granted approval of removal of course, will incur academic penalty for the withdrawn course/s. A grade of K, which is counted as zero in the calculation of GPA, will be recorded against the course and this will be displayed on both the official academic transcript and the studies report.

**Workflow State:**
Approved

**Evaluation Method Details:**
Committee for Academic Programs Policy (3 September 2021) - Academic Board (18 October 2021) - Vice-Chancellor for approval (27 October 2021). HP TRIM Record D21/237180 Administrative amendments approved by the Deputy Vice-Chancellor (Academic) on 10 February 2022, HP TRIM Record D22/25193
Academic Withdrawal from Courses - Policy

Approval Text:
Approved by the Deputy Vice-Chancellor (Academic) on 11 February 2022.

Editors:
Diego Rodriguez Perez - 529140 [9]
Lachlan Macintosh - 1140031 [10]

Subscribers
Ms Julie Waldron [12]
Ms Caron Crossan [13]
Ms Bronwyn Webb [14]
Valeska Wood [15]
Clare Moseley [16]
Ms Alexandra Ramirez Machado [17]
Daciana Horvath UQU [18]
Josey Jou UQU [19]
Student Advocacy and Support [20]
Ms Valeska Wood [21]

Custodians
Academic Registrar
academic.registrar@uq.edu.au [24]

3442 reads  Subscribe to: This Policy document [25]

Source URL (retrieved on 2022-12-21 13:34): https://ppl.app.uq.edu.au/content/academic-withdrawal-courses-policy

Links:
[3] https://ppl.app.uq.edu.au/content/3.50.02-academic-withdrawal-courses#Policy
[22] https://ppl.app.uq.edu.au/content/academic-withdrawal-courses-policy?page=1
[24] mailto:'+*academic.registrar@uq.edu.au'+