1. Purpose and Objectives

The below procedures detail the processes, implications and outcomes for students who seek to withdraw from a course or courses with or without academic penalty.

Removal of Course is dealt with under PPL 3.50.10 Removal of Courses Due to Special Circumstances Procedures.

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.
GPA – Grade Point Average (GPA) is defined as the average of the grade of results obtained by the student in all courses in which the student is enrolled, weighted by the unit value of each course in accordance with the following formula —

$$\frac{\sum G}{\sum P}$$

where:

- **G** = the grade of result in a course; and
- **P** = the unit value of that course.

If a student is enrolled in a course but gets no result, **G**=0.

**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. Procedures Scope/Coverage

These procedures apply to all current and former students of The University of Queensland.

### 4. Procedures Statement

The Academic Board has established procedures for considering applications for academic withdrawal from courses.

### 5. Procedure

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

5.1.1 To automatically avoid academic penalty a student must withdraw from the course/s before the Relevant Date.

5.1.2 Students who withdraw on or before the Census Date are able to withdraw from courses via **mySI-net** [6] and not incur academic penalty. No grade is recorded and the course is not listed on the student's official academic transcript or studies report.

5.1.3 Students who withdraw on or before the Relevant Date are able to withdraw from courses via **mySI-net** [6] and not incur academic penalty. A grade of **W** (withdrawal without academic penalty) will be recorded against the course.
and the course will be listed on the studies report only.

5.1.4 Students who wish to withdraw from (or have dropped) a course after the Relevant Date may be granted withdrawal without academic penalty only if they apply, and are granted approval for, removal of a course from their enrolment in accordance with PPL 3.50.10 Removal of Courses Due to Special Circumstances Procedures [5].

5.2 Withdrawal from a course with academic penalty

5.2.1 Students who withdraw from a course via mySI-net [6] after the Relevant Date, and who do not apply for or are not granted approval of removal of course, will incur academic penalty for the withdrawn course. A grade of K, which is counted as zero in the calculation of GPA, will be recorded against the course and displayed on both the official academic transcript and the studies report.

8. Information for International Students

International students should be aware that withdrawing from a course or program may affect their student visa. International students should seek advice from their faculty before taking any action to withdraw from a course or program.

7. Information for students who are sponsored or on a scholarship

Students should be aware that withdrawing from a course or program may affect their scholarship or sponsorship arrangements and should consider this impact before taking any action to withdraw from a course or program.

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