1. Purpose and Objectives

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

For information regarding Removal of Financial Liability (RFL) for a course, students should refer to PPL 3.50.10 Removal of Financial Liability Due to Special Circumstances [6].

2. Definitions, Terms, Acronyms

**Census Date** – the final date for enrolment for the semester as advised by the academic registrar.
**mySI-net** – 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** – 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.
- Other dates apply for Teaching Periods and UQ College (refer to UQ Website)

### 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

If a student's performance in a course or courses has been or will be jeopardised because of health or other personal problems, s/he may withdraw from the course/s and avoid academic penalty (ie a failing grade) if the student:

- withdraws from the course/s prior to census date in the relevant semester; or
- withdraws from course/s after the census date, and on or before the relevant dates as listed in PPL 3.50.02 Academic Withdrawal from Courses; or
- makes an application to the Associate Dean (Academic) to withdraw without academic penalty after the relevant date. Permission may be granted if the Associate Dean (Academic) is satisfied that the cancellation is justified by reason of special circumstances not related to the student's academic ability or diligence.

All other results are the enduring record of the student's academic activities while enrolled at the University and are not subject to change, except under limited provisions for a change to final results, as determined under PPL 3.10.12 Finalisation of Grades. Requests relating to changes to finalised results under PPL 3.10.12 Finalisation of Grades are to be addressed to the approving officer identified in those procedures.

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

Students who withdraw from courses via mySI-net after the relevant dates, and who are not permitted by the Associate Dean (Academic) to withdraw without academic penalty, 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 this will be displayed on both the official academic transcript and the studies report.
Academic Withdrawal from Courses - Policy

Approval Text:
Review date approved by Academic Registrar on 18/1/2022.

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