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. These procedures enact PPL 3.50.02a Academic Withdrawal From Courses – Policy.

Removal of Financial Liability (RFL) for a course is dealt with under PPL 3.50.10b Removal of Financial Liability Due to Special Circumstances – Procedures.
2. Definitions, Terms, Acronyms

**Census Date** – means the final date for enrolment for the semester as advised by the academic registrar.

**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 —

\[ \frac{\sum (G \cdot P)}{\sum P} \]

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** [9] – 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 [10])

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 advertised for the semester.

5.1.2 Students who withdraw on or before the Census Date are able to withdraw from courses via mySI-net [9] and permission from the Associate Dean (Academic) is not required. 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 after the Census Date, but on or before the relevant dates, are able to withdraw from courses via mySI-net and permission from the Associate Dean (Academic) is not required. 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 may apply to their faculty, in accordance with these procedures, to withdraw without academic penalty at any time during the semester until results are finalised for the course or courses.

5.1.5 After the relevant dates and prior to the finalisation of results, a student who wishes to withdraw without academic penalty must apply in writing to the Associate Dean (Academic) by completing the Application for Withdrawal Without Academic Penalty Form. 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. Students must act as quickly as possible, after circumstances have impacted negatively on their studies, to seek advice from the faculty about withdrawal.

5.2 Withdrawal from a course with academic penalty

5.2.1 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 these will be displayed on both the official academic transcript and the studies report.

6. Considering Applications for Withdrawal without Academic Penalty

6.1 Requests for withdrawal without academic penalty will not be considered in respect of a final result, except under the limited provisions of PPL 3.10.12 Finalisation of Grades.

6.2 In all cases, regardless of whether withdrawal is sought before the finalisation of results or after, the student must act to seek withdrawal as soon as the difficulty arises that is impacting negatively on their academic performance. For example, if a student has been ill during semester but thinks that they may still pass, and waits until after the finalisation of results when they have failed to seek withdrawal, it is most unlikely withdrawal will be approved. That is because the student could have sought to withdraw during semester, when the effect of their illness was first noted, rather than waiting until after they had failed.

6.3 Seeking to have a finalised result changed to withdrawal without academic penalty (W) amounts to changing an official record of the University. Such changes can be made only in exceptional circumstances and under very restrictive conditions. Students are therefore urged most strongly to take action to address their academic difficulties before the finalisation of results.

7. Lodgment of Applications

For applications requiring approval by the Associate Dean (Academic),

7.1 A medical certificate must accompany an application for withdrawal based on medical reasons. Medical Certificates must not be provided by a near relative or close associate of the student.

7.2 Applications for withdrawal on non-medical grounds must be supported by a personal, signed declaration stating
the facts on which the application relies and should include an independent statement of support in corroboration of the application.

7.3 Students should understand that making a false declaration constitutes misconduct.

7.4 Requests relating to finalised results are to be addressed to the approving officer identified in PPL 3.10.12 Finalisation of Grades [6].

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 lodging any application to withdraw from a course or program.

Workflow State:
Approved
Evaluation Method Details:
Committee for Academic Programs, Policy Academic Board Vice-Chancellor (on delegated authority from Senate)

Approval Text:
Review date reset approved by Academic Registrar on 18 Jan 2022

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Links:
[3] https://ppl.app.uq.edu.au/content/3.50.02-academic-withdrawal-courses#Procedures